

Part 7 - Design and Construction Drawings and Related Records

| ED/RDS ITEM NO. | DESCRIPTION OF RECORDS | DISPOSAL AUTHORITY |
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This schedule provides guidelines for the disposition of design and construction drawings and related records that have been created or received by the Department in connection with its official activities. Drawings refer to those graphic and engineering records that depict conceptual as well as precise measured information essential for the planning and construction of static structures such as buildings and miscellaneous engineering projects. Related records are comprised chiefly of indexes and “finding aids,” specifications, and three-dimensional models. Most design and construction records lose their usefulness to the agency after specific periods of time. Generally speaking, drawings pertaining to the design process lose their administrative usefulness after the final construction plans are accepted; these records should be considered inactive after the completion of the construction project. Precise measured drawings which are used during the construction process have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microform copies) should be considered active while the structure is still used, maintained and owned by the Department.

After the design and construction files are no longer useful to the Department, certain records have continuing historical value, particularly for the architectural historian, historic preservationist, and social historian. Since it is uneconomic and unnecessary to retain a complete set of drawings for each construction project sponsored by the Department, it is necessary to make a selection of records for permanent preservation. This selection must take into consideration not only the types of records but also the nature of the individual construction projects. The general intent of any selection should be based on documenting the structure and projects that are architecturally, historically, and technologically significant. Criteria for the selection of individual buildings or projects should be made by Department personnel, subject to the approval of the National Archives and Records Administration (NARA). However, any records created prior to January 1, 1921, must be offered to NARA before applying the disposition instruction in this schedule. This schedule relates primarily to records on the design and construction of buildings; however, the principles established here can also be applied to other static structures and miscellaneous engineering projects.

Those records which pertain to the design process generally consist of:

Preliminary Drawings. Drawings and sketches that are conceptual in nature. These drawings, which are usually freehand studies that show the basic design of the structure, include the arrangement of rooms, general appearance of elevations and floor plans as well as other details under consideration.

Presentation Drawings. Pictorial and unmeasured drawings prepared by the architect to present his ideas. They include color renderings or perspective views of the outside elevation, as well as general floor plans.

Models. Three-dimensional, reduced-scale models which are prepared for illustrative or presentation purposes.

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The records which pertain to the construction process usually consist of:

Intermediate and Prefixal Drawings. Intermediate stages of drawings which are created and reviewed in preparation of the final working drawings.

Final Working Drawings. Architectural and engineering drawings which consist of acceptable reproduces. These drawings provide information about various aspects of the construction of the building including architectural (floor plans, interior and exterior elevations, and sections), ornamental, structural, mechanical, electrical, and air-conditioning details, as well as site and landscaping plans. This is probably the most important class of records since they provide not only detailed instructions for the erection of the building but also present a comprehensive and detailed picture of its design.

“As Built” Drawings. Detailed drawings prepared by construction contractor or subcontractor of particular parts of the building which they are to supply or by manufacturers of products to be assembled in their shops. These drawings which include plans for architectural embellishments or interior design such as tile and marble work, special cabinet work, elevator or heating systems, not only provide instructions for assembling the products on the job site, but may also be necessary for future repair and preservation projects.

Repair and Alteration Drawings. Original drawings which depict repairs and preservation projects.

Contract Drawings. Copies of the original workings on which contract negotiations are based.

Standard Drawings. Final drawings for standard details and other documents created in their preparation.

Project Specifications. Guides for individual construction projects which outline material requirements and explain the materials and manufactured items depicted or related drawings.

Space Assignment Plan. Drawings which depict outline floor plans used for space assignments.

Explanatory Notes.

Item 1a and 2a

Criteria for the selection of architecturally, historically, and technologically important files.

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1. Certification of Right to Construct, Maintain, or Operate Facilities.

- a. For construction grants related to higher education facilities.

Disposition: TEMPORARY. Destroy when 50 years old.

ED/RDS, Part 7, Item 1a
(NC-12-75-1, Item 30a)

- b. For construction grants related to areas affected by federal activities (P.L. 81-815).

Disposition: TEMPORARY. Destroy when 20 years old.

ED/RDS, Part 7, Item 1b
(NC-12-75-1, Item 30b)

- c. For all other construction grants.

Disposition: TEMPORARY. Destroy 5 years after final payment, or after audit, whichever is sooner.

ED/RDS, Part 7, Item 1c
(NC-12-75-1, Item 30c)

2. Applications and Grant Administration Correspondence other than described in Item 1, including Construction Project Information and Payment Records.

- a. Application determined to be ineligible.

Disposition: TEMPORARY. Destroy at the end of the fiscal year for which application was made.

ED/RDS, Part 7, Item 2a
(NC-12-75-1, Item 31a)

- b. Applications and correspondence for projects which are eligible.

Disposition: TEMPORARY. Destroy 5 years after final payment to grantee, or after audit, whichever is sooner. Retain permanently if mentioned in ED annual report or if public note. Use other rules where applicable.

ED/RDS, Part 7, Item 2b
(NC-12-75-1, Item 31b)

3. Real Property Assistance Program (FRPA) Case Files.

- a. Regional/zone office case files.

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| | <p>1) Original application, documents supporting the transfer agreement and any material that has a direct bearing on the title, including environmental impact statements, descriptions of property, location maps, photographs, site surveys, audit reports, and inspection reports.</p> <p>Disposition: PERMANENT. Close case file in regional/zone office 31 years after the instrument of transfer is delivered to the grantee. Transfer closed cases to the National Archives Regional Centers and to the National Archives headquarters in 5 year blocks 5 years after closure of oldest case file.</p> | ED/RDS, Part 7, Item 3a.1 (N1-441-93-5, Item 1a) |
| | <p>2) All remaining records, including: letters of transmittal, memorandums to file, facilitative correspondence, and other routine materials.</p> <p>Disposition: TEMPORARY. Retain with case file for 31 years. Department of Education zone office staff will screen and destroy temporary materials when case is closed.</p> | ED/RDS, Part 7, Item 3a.2 (N1-441-93-5, Item 1b) |
| | <p>3) Regional indexes to case files. Information includes name of title owner, contract number, and state in which property is located.</p> <p>Disposition: PERMANENT. Transfer with closed case files to the National Archives.</p> | ED/RDS, Part 7, Item 3a.3 (N1-441-93-5, Item 1c) |
| | <p>b. <u>Federal real property assistance annual reports.</u></p> <p>Disposition: PERMANENT. Retain in office for 5 years. Transfer to the National Archives in 5 year blocks.</p> | ED/RDS, Part 7, Item 3b (N1-441-93-5, Item 2a) |
| | <p>c. <u>Regional/zone office reports written for preparation of program annual report.</u></p> <p>Disposition: PERMANENT. Retain in office for 5 years. Transfer to the National Archives Regional Centers in 5 year blocks.</p> | ED/RDS, Part 7, Item 3c (N1-441-93-5, Item 2b) |