

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 22**

Architectural, Design, and Engineering Drawings and Related Records

This section provides guidelines for the disposition of design and construction drawings and related records that have been created or received by agencies of the District government in connection with the design, construction, and use of buildings and properties owned or leased by the D.C. government. Records such as plans submitted for building and other permits, as well as designs and plans for monuments, memorials, parks and open spaces submitted for review and approval are not covered by this General Records Schedule. Disposition instructions for these records should be included in an agency's records retention schedule.

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, bridges, canals, and other public works projects, as well as miscellaneous engineering projects such as machinery and equipment. 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 architectural design process lose their administrative usefulness after the final construction plans are accepted; hence design records should be considered inactive after the completion of the construction project. Precise measured drawings, when they are made, are used during the construction, repair, or remodeling phases, and 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 or owned by the District government.

After the design and construction files are no longer useful to the government of the District of Columbia, certain records have continuing historical value, particularly for the architectural historian, historic preservationist, and social historian. Since it is not feasible to retain a complete set of drawings for each construction project sponsored by the District government, 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 structures and projects that are architecturally, historically, and technologically significant. The selection of individual buildings or projects should be made by agency personnel with the assistance of the staff of the District of Columbia Archives.

Records created prior to January 1, 1921 must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on May 17, 1989. It replaces DCGRS 22, approved February 15, 1989.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
ARCHITECTURAL DESIGN DRAWINGS		
1.	Preliminary Drawings or Sketches.	
	Included are drawings that are conceptual in nature. These drawings are usually free-hand studies that show the basic design of the structure, and include the arrangement of rooms, general appearance of elevations, and floor plans, as well as other details under consideration.	Retain in agency until construction is completed. Contact D.C. Archives for assistance in appraising these records.
2.	Presentation Drawings, Renderings, or Perspective Views.	
	Included are architectural views of the outside elevations as well as general floor plans prepared to present the architect's ideas to the agency.	Retain in agency until construction is completed. Contact D.C. Archives for assistance in appraising these records.
3.	Models.	
	Included are three dimensional, reduced-scale interpretations of the architectural drawings, preliminary drawings, or presentation drawings.	Submit request for disposition authority to D.C. Archives.
CONSTRUCTION PROCESS DRAWINGS		
4.	Intermediate and Pre-Final Drawings.	
	Included are all drawings which are created and reviewed in preparation of the final working drawings.	Destroy when no longer needed.
5.	Final Working Drawings.	
	Included are the original master tracings or drawings from which reproductions can be made.	Retain in agency for the life of the building. If building is sold or destroyed, offer to D.C. Archives.
6.	"As-Built" Drawings.	
	Included are all annotated copies of the Final Working Drawings showing changes in the initial construction from the original design.	Retain in agency for the life of the building. If building is sold or destroyed, offer to D.C. Archives.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
7.	<p>Shop Drawings.</p> <p>Included are all drawings prepared by contractors or subcontractors which show details or particular parts of the building. Included are plans for architectural embellishments, interior designs such as the work, stone work, elevators, doorways, millwork, and heating or cooling systems.</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
8.	<p>Repair and Alteration Drawings.</p> <p>Included are drawings which depict repairs or alterations to the building.</p>	<p>Retain in the agency for the life of the building. If building is sold or destroyed, offer to D.C. Archives.</p>
9.	<p>Specifications and Related Records.</p> <p>Included are all textual records which outline contract requirements of the architect, owner, and contractor, and explain materials, manufactured items, finishes, and other textual information which is depicted on related drawings.</p>	<p>Dispose of according to the instructions covering the related plans and drawings.</p>
10.	<p>Measured Drawings.</p> <p>Included are those drawings that record architectural or landscape details of District government buildings, parks, monuments, memorials, or other government property.</p>	<p>Retain in the agency for the life of the building. If building is sold or destroyed, offer to D.C. Archives when no longer needed.</p>
	<p>a. Buildings</p>	<p>Retain in the agency for the life of the building. If building is sold or destroyed, offer to D.C. Archives when no longer needed.</p>
	<p>b. Parks, Monuments, and Memorials</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
11.	<p>Finding Aids, Indexes, or Other Guides.</p> <p>Included are records used to locate architectural, design, construction, or engineering drawings.</p>	<p>Dispose of according to the instructions covering the related records.</p>
12.	<p>Paint Plans and Samples.</p> <p>Included are all drawings or records for significant District government buildings, building projects, and historic preservation or restoration projects.</p>	<p>Submit request for disposition authority to D.C. Archives.</p>

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
13.	Space Assignment Plans. Included are floor plans which show occupancy of a building, agency work space assignments, and drawings which allocate space but are not used in the architectural design and construction process.	See DCGRS 11, Item 2(a).