

## Part 1 – Drawing Management Administrative Procedures

### Chapter 4 OPERATIONAL PROCEDURES

- A. **Purpose.** The following information provides guidance on basic operational procedures for the Drawing Manager and other Reclamation staff.

This manual specifically addresses the official record drawing. For guidance on drawings that do not meet the conditions of an official record drawing, as described below, please contact your regional Records and Information Management Officer (RIMO) or the Reclamation Records Manager.

- B. **Record Retention.** All documents (electronic and/or hard copy) created by an employee during the course of business are records (see 36 CFR 1222.12). By law, Reclamation must retain records for a specified period of time either on site or at an authorized storage facility such as the Federal Records Center (FRC). After the specified period of time these records are either destroyed or transferred to the National Archives and Records Administration (NARA) for permanent retention.

Not all drawings will become an official record. In order to comply with the law, a retention period must be assigned during drawing development to ensure that drawings are destroyed or transferred according to legal and administrative needs.

Until further guidance is received, Reclamation Records Management recommends the following retention categories:

- A. **Permanent (Forever).** Drawings of structures and objects in federal use and are important to the creating agency or otherwise considered historically, architecturally or technologically significant. Examples include: historically significant hand-drawn maps or drawings (pencil, ink, or color on vellum, parchment or linen), such as Hoover Dam.
- B. **Long-term Contingent (10 years after the life of agency or structure).** Drawings of the non-constructed project designs and long-term continual use structures, case files and source material. Structures and objects in this category are generally intended to endure for many years, are critical to the mission, but have no lasting historical importance and do not meet the NARA requirements to be “Permanent.” Examples include: Manufacture drawings, drawings of Reclamation structures and facilities; such as Auburn, Granby, and Green Mountain Dams.

- C. Short-term Contingent (3 years after the drawing is deemed “no longer needed”). Drawings documenting routine maintenance and services such as: design, repair, restoration, construction, or rehabilitation of non-permanent and non-historic structures. Examples include: drawings of handrails, brackets, plates, fasteners, nuts, wires, bolts, beams, electrical panels, etc.
- D. Transitory (90 days). These drawings document routine and temporary interests which have minimal documentary or evidential value. Examples include: signage for meetings and celebrations, etc.

**C. Drawing Management**

- A. Assigning Drawing Number(s). Every official record drawing produced or accepted by Reclamation shall receive a unique drawing number which shall be assigned by eDRAWS.
- B. Processing. All electronic drawing files created by Reclamation or accepted from non-Reclamation Design partners shall be created in or loaded into eDRAWS prior to the Tech and Admin Approval workflow states. The eDRAWS approval workflow process is the only authorized method for drawing approval.
  - i. Official Record Drawing. The Reclamation Official Record Drawing is the electronically signed PDF rendition generated by eDRAWS following completion of the approval workflow process.
  - ii. Non-Reclamation Design Partners. Any drawing prepared for Reclamation by outside organizations will be assigned a Reclamation drawing number. The contract solicitation or interagency agreement shall contain language requiring the drawings be provided to Reclamation in electronic drawing file format (DWG).  
Once loaded into eDRAWS a Reclamation authorized Admin Approver shall accept the drawing(s) from non-Reclamation design partners to complete the workflow process. In this case, acceptance by Reclamation does not imply technical or administrative approval of the drawing(s).
- C. Hardcopy Drawings. Reclamation drawings produced on paper or similar sheet medium, or in aperture card or microfilm format. All hardcopy drawings shall be scanned (PDF or TIFF) and loaded into eDRAWS to constitute the official record drawing. The hardcopy may be retained, as a reference copy, in which case it should be marked ‘Non-Original’ or ‘Reference Only.’ Hardcopies that are no longer needed should be routed for permanent disposition.
- D. Electronic Drawing File. The electronic drawing file and associated reference and supporting files shall be stored in eDRAWS but do not constitute the official record drawing.

- E. Revision and Status Changes. Drawing revisions shall be created from the official record drawing using eDRAWS. If the official record drawing is not in eDRAWS the hardcopy shall be scanned and loaded with the electronic drawing file if available.
- i. Revised Drawings. eDRAWS automatically increments the revision number and maintains previous revisions. A new revision block will be added for each revision and will be consecutively numbered. Revision blocks may be removed for space limitations. A minimum of the two most recent revision blocks will be shown on the drawing.
  - ii. Redrawn Drawings. If a hardcopy drawing needs to be revised, it may be redrawn as an electronic drawing file. The hardcopy sheet border and title block configuration may be replicated or updated to the current title block standard.
  - iii. Superseded Drawings. Any drawing that is superseded must be marked as such and include the date it was superseded and by which drawing(s) (see [Part 2, Drafting Standards, figure 5](#)). Superseded drawings remain official record drawings, and no further changes shall be made to the superseded drawing.
  - iv. Supersedes Drawings. A drawing that supersedes other drawing(s) must include a notation that identifies the superseded date and drawing number(s) (see [Part 2, Drafting Standards, figure 7](#)). The supersedes notation must remain on all future revisions of the drawing.
  - v. Voided Drawings (Cancelled or Obsolete). If a drawing is cancelled or considered obsolete, it shall be voided. The official drawing record and electronic file must be marked as such and include the date (see [Part 2, Drafting Standards, figure 8](#)). Voided drawings remain official drawing records, but no further changes shall be made to the voided drawing.
- F. Filing. All drawings, regardless of media, shall follow a logical and consistent filing structure.
- i. Hardcopy drawings and aperture cards will be filed by project number, station number, and sequence number in ascending order.
  - ii. Electronic drawing filenames shall conform to the official drawing number format which consists of the Project, station, and sequence number. In addition, the document type designation and the sheet number shall be added to all electronic file names, i.e. 245-D-12345-RD-01.
  - iii. Electronic drawing files checked out of eDRAWS shall be stored in a secure network location which is regularly backed up to prevent loss of data.
- G. Undersized and Oversized Drawings. The use of undersized and oversized drawings has been phased out. New or redrawn drawings shall be created on the standard D-size electronic drawing file template. Redrawn oversized

drawings may be converted to two separate drawings (see [Part 2, Drafting Standards](#) for further information).

- H. Transfer Procedures. eDRAWS manages the drawing checkout, workflow and revision processes. Electronic drawing files may be shared throughout Reclamation offices. See [Chapter 7](#) for additional information.
  - i. Transfers to Offices within Reclamation. No official record drawing or electronic drawing file shall be transferred to another Reclamation office prior to filing in eDRAWS. The receiving office becomes responsible for the management of the transferred drawing(s).
    - 1. Temporary Transfer. Normal checkout procedures will be followed for drawings transferred to another office within Reclamation. If changes are made to a drawing temporarily transferred to another office, it must be returned to the originating office for processing.
    - 2. Permanent Transfer. Any transfer of responsibility must be requested from the originating office and the Drawing Managers of both offices. Upon approval, the receiving office will supersede the transferred drawings with their own office drawing number (see section 3.e.iii).
  - ii. Transfers to Other Agencies/Organizations. No official record drawing will be transferred to another agency or organization (see [Part 2, Drafting Standards, figure 8](#)). Only copies shall be transferred.
    - 1. Copies of the official record drawing and the electronic drawing file will be marked transferred and include the transfer date and the agency/organization receiving the drawing(s). The official record drawing shall be transferred in accordance with the Information Management Handbook (IMH) Volume II to NARA.
- I. Storage.
  - i. On-Site Storage. All drawings shall be stored in eDRAWS.
  - ii. The Federal Records Center (FRC). The FRC is a temporary storage organization for Reclamation records. There are costs associated with storing records at the FRC. Currently some legacy drawings are stored at the FRC until they can be scanned and imported to eDRAWS. New official record drawings will not be sent to the FRC.
  - iii. The National Archives and Records Administration (NARA). NARA will receive the official electronic record drawing (PDF and TIFF). Once records are transferred to NARA Reclamation no longer has physical or legal custody of the record. Ownership is transferred to NARA and no changes can be made to the drawings.