

**VOLUME III**  
**DRAWING MANAGEMENT AND DRAFTING STANDARDS HANDBOOK**  
**INTRODUCTION**

1. **Purpose.** Drawings are a substantial part of official Bureau of Reclamation (Reclamation) records. Their form and use require uniform procedures for consistent and efficient recording, indexing, maintenance, and referencing. This handbook, along with Volumes I – Policies, Procedures, and Responsibilities, and Volume II – Records Retention Schedules, sets forth the objectives, policies, responsibilities, directives and retention for administering all phases of Reclamation drawings.
2. **Laws and Authorities.** 41 CFR 201-9.101, .102, and .103, Reference Chapter 1. Introduction, Paragraph 2. Laws and Authorities of Volume I of the Information Management Handbook (IMH).
3. **Policy.** This handbook contains the official policy for the creation, maintenance, and retention of all drawings created or received by Reclamation officials, employees, or contractors.

An official record of all drawings created or received by Reclamation shall be maintained, including those created by Reclamation for use by another agency or entity.

The official record drawing is the electronically signed PDF created within the Electronic Drawing Repository and Automated Workflow Solution (eDRAWS). For hardcopy drawings the signed original or aperture card shall be scanned to PDF or Tiff and loaded into eDRAWS to constitute the official record drawing. The electronic drawing file, if available, shall be loaded into eDRAWS, but does not constitute the official record drawing.

The official record drawing shall be retained as described in Volume II – Records Retention Schedule. The official record drawing (PDF or TIFF) and electronic drawing file (DWG, RVT, etc.) are records and shall be retained in eDRAWS.

eDRAWS is Reclamation’s corporately supported electronic drawing management system and is the only authorized electronic drawing management system for official record drawings. The eDRAWS system has replaced the Drawing component of the Reclamation Electronic Document System (REDS). REDS Drawings data has been migrated to eDRAWS.

The official drawing record is not to be transferred with the feature/structure. Only a copy shall be given to a non-Reclamation receiving agency or entity (See Chapter 4.3.H).

Any changes to this handbook must be submitted to the Reclamation-wide Drawing Manager, 84-21300, and the Reclamation-wide AutoCAD Steering Committee (RWASC) for review and approval.

- 4. Operation.** Operational activities provided by Drawing Managers (regardless of organization location) should be centralized and closely coordinated with the engineering and drafting staff. All drawings must be numbered, indexed and managed within eDRAWS.

**5. Responsibilities.**

A. Manager, Information Management Division (84-21300).

- i. Provides liaison for the Drawings Management Program to Reclamation management.

B. Drawing Management Team (84-21300).

- i. Provides Reclamation-wide oversight.
- ii. Manages the following Reclamation-wide functions:
  1. Policy development, issuance, and implementation.
  2. Provide training and education in drawings management.
  3. Drawing management improvement and administrative assistance.
  4. Monitor and enforce drawing policy requirements and guidelines.
- iii. Provide functional management for the Reclamation-wide drawing management system.
- iv. Provide operational support to Reclamation's Technical Service Center (TSC) and regional staff as outlined in this handbook.
- v. Maintain central repository for all "D" drawings.

C. Regional Records and Information Management Officers.

- i. Implement the Quality Assurance Cycle.
  1. Provide training and education in drawing management.
  2. Develop and implement drawing management improvement to meet functional needs.
  3. Monitor and enforce policy requirements and guidelines.
  4. Review operating offices.
- ii. Provide a liaison to the team leader, Records Management Team.
- iii. Provide operational support and services to Reclamation staff as outlined in this handbook.

D. Drawing Managers.

- i. Oversees drawing management program in the Regional, Area, and Field Offices.

- ii. If a drawing manager does not exist for the Area/Field office, the responsibility lies with either the Regional Office Drawing Manager or the Regional Records and Information Management Officer.
- iii. Provide information and support for using eDRAWS.
- iv. Provide information and support in managing drawings as records.

E. Reclamation Staff.

- i. Conform to the policies, responsibilities, and guidelines outlined in this handbook to ensure the integrity of Reclamation drawings.
- ii. Conform to the drafting standards contained in Part 2 of this handbook (Drafting Standards) and with those contained in the United States National CAD Standard (NCS).

6. **Objectives.** The objectives to be achieved through the application of uniform guidelines and techniques are to:

- A. Ensure consistency in managing and using drawings.
- B. Provide adequate oversight for the creation of drawings.
- C. Facilitate the filing, retrieval, scanning, check-out, and check-in of drawings.
- D. Ensure the security and preservation of these valuable permanent records.

7. **Glossary of Terms.** See [Appendix A](#).