

Reclamation Manual

Directives and Standards

Subject: Engineering Drawings Management

Purpose: Provides guidance for the administrative procedures for engineering drawings throughout Reclamation.

Authority: 41 CFR 201-9.101, .102, and .103; and Reclamation Manual RCD 05-01.

Contact: Records and Office Services Group, D-7922

1. **Engineering Drawings Management.** Engineering drawings are a substantial part of official Reclamation records which, because of their form and use, require Reclamation-wide procedures for efficient handling and maintenance. All engineering drawings must be numbered, indexed, and maintained as outlined in the Information Management Handbook, Volume III, Engineering Drawings & Drafting Standards Handbook. For further instructions and guidance in handling engineering drawings refer to the Handbook.