

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.
Approving Official:	Director, Information Resources Office
Contact:	Information Resources Office – Information Management Division, 84-21300

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.

Reclamation Manual Transmittal Sheet

Effective Date: _____

Release No. _____

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

Filing Instructions

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Filed by: _____

Date: _____