

2.3 DESIGN AND CONSTRUCTION

The activities associated with the designing, planning and construction of state facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21014 Rev. 0	<p>Capital Construction Projects – Project Administration and Process</p> <p>Records not required beyond the warranty period that relate to the project administration/process for new construction or additions/remodels (affecting the structure of the building/facility) for both routine and significant structures, <u>provided</u> the longer-term records documenting the project are retained in accordance with either:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011).</i> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Phone lists; • Work requisitions; • Meeting coordination records; • Shop drawings not affecting the structure or operating systems of the building; • Schedules; • Punch lists; • “Red-line” drawings (“as-designed” drawings reflecting updates) that have been superseded by “as-built” drawings. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011).</i> 	<p>Retain for 6 years after project completion/acceptance</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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GS 21010 Rev. 1	<p>Capital Construction Projects – Routine Buildings/Facilities</p> <p>Records relating to the design, new construction or additions/remodels (affecting the structure of the building/facility) of <u>routine</u> structures.</p> <p>Also includes records relating to the preliminary planning of the agency’s routine capital construction projects where the project was not proceeded with/completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Project meeting minutes, approval, program review and/or comments; • Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building (such as elevators, structural steel, HVAC, etc.)); • Permits and Environmental Impact Statements (EIS); • Specifications, design calculations, contracts, test results, reports (including engineering, commissioning and balancing reports), modification proposals and manuals; • Selected images/photographs showing major/significant stages of the project; • Allotment and payment records and related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Project Administration and Process (DAN GS 21014);</i> • <i>Capital Construction Projects – Significant Buildings/Facilities (DAN GS 21011);</i> • <i>Maintenance – Major and/or Regulated (DAN GS 21008);</i> • <i>Maintenance – Minor Non-Regulated (DAN GS 21002).</i> 	<p>Retain for 6 years after disposal of asset/ abandonment of project</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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GS 21011 Rev. 1	<p>Capital Construction Projects – Significant Buildings/Facilities</p> <p>Records relating to the design, new construction or additions/remodels (affecting the structure of the building/facility) of <u>significant</u> structures, such as:</p> <ul style="list-style-type: none"> • Buildings and other facilities on the Capitol Campus; • Headquarters/main office of the agency; • Major buildings/facilities approved by the governing body/Board of Regents on university/college campuses; • Major facilities operated by the agency (such as jails, hospitals, etc.); • Historic or heritage-listed buildings and structures. <p>Also includes records relating to the preliminary planning of the agency’s significant capital construction projects where the project was not proceeded with/completed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Project meeting minutes, approval, program review and/or comments; • Plans and drawings (including “as-built” and “as-designed” drawings and shop drawings affecting the structure or operating systems of the building); • Permits and Environmental Impact Statements (EIS); • Specifications, design calculations, contracts, test results, reports (including engineering, commissioning and balancing reports), modification proposals and manuals; • Selected images/photographs showing major/significant stages of the project; • Allotment and payment records and related documentation. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Capital Construction Projects – Project Administration and Process (DAN GS 21014);</i> • <i>Capital Construction Projects – Routine Buildings/Facilities (DAN GS 21010);</i> • <i>Maintenance – Major and/or Regulated (DAN GS 21008);</i> • <i>Maintenance – Minor Non-Regulated (DAN GS 21002).</i> 	<p>Retain for 6 years after completion/abandonment of project <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

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GS 21015 Rev. 0	<p>Facility Systems and Equipment – Installation</p> <p>Records relating to the installation of systems and equipment in agency facilities that are <u>not</u> integral to the structure of the facility and that may be replaced during the life of the facility, such as:</p> <ul style="list-style-type: none"> • Audio/visual systems/equipment; • Fire and life safety (alarms, sprinklers, etc.); • Heating, ventilating and air conditioning (HVAC); • Information technology (IT) wiring; • Security systems/equipment (alarms, keys, locks, etc.). <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Installation drawings and other documentation integral to the maintenance and operation of the system or equipment; • System layout descriptions/specifications; • Warranties. 	<p>Retain for 6 years after disposal of systems/equipment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>