

Drawing Record Card TO BE SUBMITTED TO THE ENGINEERING DRAWING FILES (EDF) AT MS 203 WITH EACH DRAWING

**E-mail complete record card(s) to bridgett.s.wyatt@nasa.gov.
Forward printed copy with Drawing to MS 203/EDF.**

NOTE: Two more Drawing Record Cards were added to page 2 to help reduce paper waste.

INSTRUCTIONS

1. Size - Designated size of drawing (i.e., A, B, C, etc.). If drawings have multiple sheet sizes, record the size of sheet one in the 'Size' field (Block 1) and record the remaining sheet sizes in the 'Remarks' field (Block 19).
2. Drawing Number - LaRC number as issued by EDF, or Engineering Sections with a block of numbers assigned
3. Number of Sheets - Number of last sheet in LaRC drawing number
4. Revision Letter - Indicate letter or if unrevised, use dash. Indicate document change notice number, if applicable.
- 5a. Title - Complete as written in title block. Use uniform description for entire project.
- 5b. Drawing Title:" Enter Drawing Title. Limit abbreviations to those specified in MIL-STD-100.
6. EDF ID - TO BE COMPLETED BY EDF ONLY.
7. Organization - Directorate/Office, Branch, Section - Abbreviation may be used.
8. Access Control - Check appropriate block. Explain other.
9. Security Classification - Indicate appropriate classification. Explain other.
10. Draftsman - **Gov. Drawing** - Insert initial and last name of NASA draftsman; Drafting Service Contractors are carried as government drawings but the company name is input in this area. **Contractor Drawing** - Company name will be used. **Redrawn Drawing** - Maintain same information as shown on original Langley Form 33, "Drawing Record Card."
11. Date - Date drawn or date of latest revision; Use original drawing date or original revision date in this field.
12. Cognizant Project Engineer - List name and initial of person responsible for drawing.
13. Contractor Drawing Number/Sheet Number/Revision Letter - Complete if available.
14. Building Number - Fill in this area only if drawing applies to a facility. (The building number should appear in title block.) This is not the location of draftsman or engineer.
15. Facility Name - If drawing refers to specific lab or facility name.
16. Should Drawing be retained? - "Yes" indicates permanent retention. "No" indicates drawing may be destroyed by date indicated in Item 17.
17. Destroy Drawing After - Indicate year.
18. Review Date - Use this block if retention is uncertain at time of input.
19. Remarks - Any additional information such as project number, contract number, or code identification number. Effort code (EC) number for configuration control drawings (CCD's) should be identified in this area. Identify revision sheets of multiple sheet drawings.

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1. Size	2. Drawing No.	3. No. of Sheets	4. Rev. Let.	Doc. Chg. No.	5a. Project Title	
6. EDF ID	7. Organization <i>(Directorate/Office, Branch, Section)</i>				5b. Drawing Title	
8. Access Control <input type="checkbox"/> CCD <input type="checkbox"/> Proprietary <input type="checkbox"/> Limited <input type="checkbox"/> Other			9. Security Classification N - Unclassified C - Confidential O - Other:			
10. Draftsman (Gov. Draftsman or Contractor Name)				11. Original or Rev. Drawing Date	12. Cognizant Project Engineer	
13. Contractor Drawing No.		Sheet Number	Rev. Letter		14. Bldg. No.	15. Facility Name
16. Should drawing be retained? <input type="checkbox"/> Yes If no, complete Item 17 or 18. <input type="checkbox"/> No			Control Activity			19. Remarks
17. Destroy drawing after Year _____		18. Review Date Year _____		Frame No.		

NASA Langley Form 33 (Rev. Oct. 2008) Previous editions are usable. Prescribing Document LPR 7320.1

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