

FINAL NOTEBOOK AND PROJECT RECORDS RETENTION

The District Location and Design Engineer will retain all source documents, "project inspector" notebooks and/or project records for a period of five years, following payment of the final voucher, on all Federally funded, State, and Revenue Bond financed projects.

If no audits, litigation or claims are in progress, all source documents, notebooks and/or project records can be disposed of after the five-year retention period. Otherwise, the retention period should be extended until such cases are resolved.

AS-BUILT PLANS

Right of way and design changes made during construction should be captured through the formal revision process. However, if design changes made during construction (that do **not** impact right of way) are **not** captured through the formal revision process, the Area Construction Engineer shall send all "As-Built" plans to the District Location and Design Engineer. The naming convention of the plan file name is to add "ab" following the plan sheet number. For example, plan sheet number 03 would be renamed 03ab. The District Location and Design Engineer or Design Engineer shall send the electronic "As-Built" plans in pdf format (only the plan sheet(s) revised and **not** captured through the formal plan revision process developed during construction) to the C.O. CADD Support Section with a request that the plans be stored in **ProjectWise**.*

As-Built revisions are not to be shown on the Revision Data Sheets, but are to be shown in red on all applicable plan sheets.

* Rev. 7/18