

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.

At a time convenient to the district, the "As Built" plan assembly shall be sent to the State Location and Design Engineer **electronically*** with a request that the project records be stored in Falcon.

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.

* Rev. 7/06