

## **SECTION 2G-14-PROJECT ROUTE FILES AND DESIGN FILES**

### **ROUTE FILES AND CORRESPONDENCE**

One year after acceptance of a completed construction project, the route file may be discarded, except for original survey data.

For applicable projects:

All field books, electronic survey plan base and certified drawings are to be delivered to the District L&D Survey Manager to be prepared for warehouse storage.

All electronic and paper correspondence shall be stored in **ProjectWise\***.

### **RETENTION OF DESIGN FILES**

From the preliminary to the final stages of a roadway design project, it is not unusual to have several design schemes developed utilizing the computer. Only one design scheme may be retained in computer storage. Alternate design schemes and studies will not be permanently stored, but may be reprocessed for the desired computer listing.

If or when it is necessary to use one of the alternate design schemes in lieu of the stored data or another copy of a listing is needed, the file can be retrieved and the desired output recreated to replace the existing data on file. If multiple design schemes, such as alternate sub-grade designs, must be considered at construction advertisement stage, the alternate design files will be retained.

The designer will be notified on **Form C-5** when construction of the project has been completed.

Correspondence, computations, reports, etc. are to be retained in accordance with the table shown in Table 2G-1.

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\* Rev.7/18