

## **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\***

Forward all "As-Built" plan information not captured through the formal plan revision process developed during construction to the District Location and Design Engineer. It is assumed that significant right of way and design changes made during construction would be captured through the formal revision process.

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.

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\* Rev. 1/13