

Memorandum

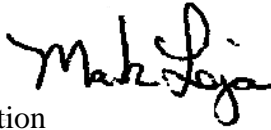
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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: October 24, 2013

File: Division of Construction
CPD 13-9

From: MARK LEJA, Chief
Division of Construction



Subject: Construction Records Retention and Storage

The Code of Federal Regulations Title 49, Section 18.42 requires Caltrans to retain pertinent construction project records for three years after final project voucher has been sent to the Federal Highway Administration (FHWA) for reimbursement.

The preservation and storage of construction project records is critical in order to ensure funding reimbursement and compliance with the Code of Federal Regulations. To assist district staff in proper document retention, Section 5-104, "Final Construction Project Records," of the *Construction Manual* contains the guidelines for the disposition of construction project records. The retained construction records are to be placed in the project history file along with other selected project development records.

Districts are solely responsible for maintenance and storage of the construction project records. Managers and supervisors must emphasize the need for accurate and complete documentation, as well as provide training as needed to ensure project documentation is complete.

This construction procedure directive is a reminder of the importance of construction records retention and storage. For questions concerning this directive, please contact John Bittermann, Division of Construction, at john_bittermann@dot.ca.gov or at (916) 654-4945.