

**Retention of Construction Project Records Issued by the  
Office of Construction** **UDOT 08B-25**

Effective: March 7, 1965

Revised: June 11, 2013

**Purpose**

To establish the policy for the Utah Department of Transportation (Department) and to place responsibility for orderly and proper processing of final project records for retention.

**Policy**

Each Resident Engineer will set up and maintain a file for each assigned project until that project is complete. All project records will then be sent to the Region Contract Specialist.

## **Procedures**

### **Retention of Construction Project Records Issued by the Office of Construction**

**UDOT 08B-25.1**

**Responsibility:** Resident Engineer

#### **Actions**

1. Set up immediately the filing system as outlined in the Department Construction Manual of Instruction (MOI) upon assignment to project.
2. Keep project records current and complete as project progresses.
3. Place all project records including field books, final plans, tickets and final estimates into transfer boxes or an electronic filing system or both upon completion of project.
4. Submit information in Step 3 above with Final Estimate.
5. Deliver transfer boxes, if applicable, to Region Contract Specialist with Form C197, Final Estimate Checklist.

**Responsibility:** Region Contract Specialist

6. Review Final Estimate and supporting records to the extent necessary to verify its accuracy and completeness.
7. Submit final estimate documents as indicated on Form C128 to Contracts, Compliance and Certification Manager in Central Construction.
8. Create and maintain a log of archived projects
9. Store project records in the Region for three years after the final voucher date.
10. Obtain approval from Central Construction before destroying records.

**Responsibility:** Contracts, Compliance and Certification Manager

11. Review Final Estimate documents for accuracy and completeness and compares with PDBS.
12. Process the Final Estimate for payment.

13. Forward records to the Department Central Library after the Final Estimate has been paid.
14. Hold records when the claim is submitted pending settlement of that claim.
15. Return records after the claim is settled.