CONSTRUCTION MEMORANDUM 81
File Requirements

Subject: District Construction Project

Expires Indefinite

This memorandum supersedes Construction Memorandum 81 dated August 1, 2018.

PURPOSE

This memorandum prescribes requirements for the retention of district highway construction files.

APPLICABILITY

Procedures herein apply to all contracts awarded by the Department of Transportation under Bureau of Construction supervision.

REFERENCES

1. Documentation Section of the Construction Manual
3. Standard Specifications for Road and Bridge Construction
5. Pertinent Construction Memorandums
6. Project Procedures Guide

RECORDS RETENTION REQUIREMENTS

The following record series are managed and retained by the respective district office:

District Construction - Payroll Records

The following records shall be retained by the respective district office five (5) years after the final payment is made to the contractor for all contracts with a letting date after January 1, 2014.

1) Form SBE 48: Payroll (or equivalent per Construction Memo. 14: Labor Compliance – Federal-Aid Highway Projects)

2) Form SBE 348: Statement of Compliance (or equivalent per Construction Memo. 14: Labor Compliance – Federal-aid Highway Projects)

3) Form SBE 746: Contractor’s Weekly Payroll Certificate
Retention Schedule 09-17C Item 15: District Construction Project Files

The following records for all contracts are to be retained by the respective district office for three (3) years after final voucher/acceptance.

Note: The three (3) year retention period for highway construction contracts that have a Federal Project Number begins on the date Project Control closes the contract. (This is referred to as the “federal final voucher” date. The federal final voucher date is sent to the districts on an annual basis from Project Control, and is also available from the department’s Records Center.)

The three (3) year retention period for highway construction contracts that do not have a Federal Project Number begins on the date of “Form BC 107: Final Acceptance of Improvement”.

1) Form BC 71: Final Inspection Report of State Road Work.
2) Form BC 107: Final Acceptance of Improvement
3) Form BC 111: Checklist for Engineer’s Final Payment Estimate
4) Form BC 239: Weekly Report of Resident
5) Form BC 255: Progress Schedule
6) Form BC 261: Substance Abuse Prevention Program Certification
7) Form BC 623: Quantity Book Cover Sheet
8) Form BC 625: Quantity Sheet
9) Form BC 1256: Bidder’s Employee Utilization Form Construction
10) Form BC 1777: Contractor’s Performance Evaluation
11) Form BSPE 725: Traffic Control Authorization Request
12) Form BSPE 726: Traffic Control Inspection Report
13) Form SBE 1008: Equal Employment Opportunity Checklist
15) ELM Contract Award Notice
16) Field Inspection Reports/Source Documentation
17) Final Documentation Review Reports by the District
18) Minutes of Pre-Construction Conference
19) Miscellaneous Construction Project Notes, Correspondence, etc.
20) Project Diary
21) Quantity Book Index of Sheets
22) Quantity Book Materials Breakdown Sheets
23) Report of Net Cost of Section
24) Report of Resident Engineer- Pay Estimate
The following records for all contracts are to be retained by the respective district office for three (3) years after final voucher/acceptance only when applicable:

1) Form **BBS 757**: Test Pile Driving Record
2) Form **BBS 2184**: Production Pile Driving Data
3) Form **BC 22**: Authorization of Contract Changes
4) Form **BC 24**: Request for Procurement Policy Board Waiver
5) Form **BC 49**: Material Allowance Affidavit
6) Form **BC 100**: Contract Renewal
7) Form **BC 131**: Statement of Material Allowances
8) Form **BC 163**: Report of Employee Interviews
9) Form **BC 260A**: Request for Approval of Subcontractor
10) Form **BC 329**: Resident’s Memo
11) Form **BC 334**: Core Drill Report Final Samples
12) Form **BC 608**: Local Agency Certification to Accompany Engineer’s Final Payment Estimate
13) Form **BC 628**: Inspector’s Daily Report
14) Form **BC 635**: Extra Work Daily Report
15) Form **BC 775**: Local Public Agency Resident Construction Supervisor/In Responsible Charge
16) Form **BC 776**: Local Public Agency Construction Inspector
17) Form **BC 930**: Consultant Engineer’s Weekly Personnel and Vehicle Time Distribution Record
18) Form **BC 931**: Consultant Engineer’s Private Vehicle Weekly Mileage Record
19) Form **BC 981/BC 981M**: Agreement on Accuracy of Plan Quantities
20) Form **BC 1013**: Progress Documentation Review
21) Form **BC 1131**: Report of Telephone Calls
22) Form **BC 1241**: Performance Bond
23) Form **BC 1465**: Truck Tare Weights
24) Form **BC 1950**: Speed Letter
25) Form **BC 2015**: Qualification for Welding Steel Bearing Pile Splices Only
26) Form **BC 2019**: Request for Extension of Time
27) Form **BC 2115**: Subcontractor Payment Agreement (Non-DBE)
28) Form **BC 2240**: Traffic Control Surveillance Report
29) Form **BC 2256**: Prior Approval Authorization of Contract Change
30) Form **BC 2320**: Rotational Capacity Test Worksheet
31) Form **BC 2370**: Equipment Expense Rate Data
32) Form **BC 2448a**: Profile Report for Pavement Smoothness
33) Form **BC 2448b**: Smoothness Assessment Worksheet
34) Form **BC 2450**: Profile Report for Bridge Deck Smoothness
35) Form **BC 2529/BC 2529M**: Bituminous Paving Daily Record
36) Form **BC 2531**: PCC Paving Daily Record
37) Form **BC 2544**: Report of Bridge Deck Patching Quantities
38) Form **BIC 2367**: Independent Truck Weight Check/Action Report
39) Form **SBE 1014**: Weekly Trainee Report
40) Calculation File, Shop Drawings, & Catalog Cuts
41) Daily Bituminous Plant Report
42) Detailed Statement of amount due from a City, County, or Private Firm - retained by Design
43) Surface Variations measured with a 16 ft. straightedge
44) Individual Load Tickets for Aggregates, PCC, HMA, and others
45) Notification of Completion of Utility Adjustments
46) Project Erosion & Sediment Control File per the Construction Manual, including:
   a. Form **BC 2259**: Storm Water Pollution Prevention Plan Erosion Control Inspection Report
   b. Form **BDE 2342a**: Contractor Certification Statement
   c. IEPA Form **WPC 621**: Notice of Termination (NOT)
   d. IEPA Form **WPC 623**: Notice of Intent (NOI)
   e. IEPA Form **WPC 624**: Incidence of Non-Compliance (ION)
47) Railroad & Utility Bills
48) Request for Authorization of Contract Changes Including Cost of Utility Adjustments
49) Starting & Completion Dates of Utility Adjustments
50) Test Pile Letter

Note, per **Retention Schedule 12-75A Item 18 – “As-Built Highway and Bridge Plans”**. “as-built” plans are to be submitted to the department’s Records Center upon project completion for digitization and permanent retention per Application **12-75A Item 18** As-Built Highway and Bridge Plans.
RECORDS DISPOSAL REQUIREMENTS

Records shall be disposed as soon as they are eligible providing all audits have been completed and all audit findings resolved, no litigation is pending or anticipated, and an approved Disposal Certificate has been received from the State Records Commission. The department’s Records Center has provided step-by-step instructions for the Legal Disposal of State Records.

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