



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 10-02

SUBJECT: Project Files Documentation

DATE: November 1, 2010

This memorandum supersedes and replaces Procedure Memorandum 2-00, dated April 3, 2000. Note: The content did not change. The memorandum was merely renumbered for the 2010 Edition of the BDE Manual.

Background

The purpose of this Memorandum is to prescribe the Design record keeping requirements necessary to document actions taken and conclusions reached in arriving at the project design, and to support claims for Federal reimbursement.

Applicability

The procedures in this memorandum are applicable to both Federal and Non-Federal projects.

Procedures

Project files should contain the following project-related records where applicable:

1. Programming data
2. Letting plans, Special Provisions and estimate
3. Supplemental Specifications applicable to the project
4. Computations
 - a. Field survey notebooks and traverse computations
 - b. Geometric computations
 - c. Drainage computations and hydraulic analyses
 - d. Structural computations for box culverts, bridges and structures
 - e. Pavement design and economic analysis
 - f. Lighting computations
 - g. Quantity computations
 - h. Unit price work sheets
5. Shop drawings
6. Third party agreements and force account estimates
7. Letters authorizing utility adjustments, preliminary engineering, force account by third parties and construction.

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To the extent practicable, all computations retained by an office should be stored together on a project basis, and should contain an index indicating the file contents and the location and identification number of supporting documents filed elsewhere in the same office.

Computation sheets shall be numbered and the total number of pages indicated. They shall be bound with a cover sheet and identified. They shall be signed or initialed and dated by the person performing or checking them.

Where offsets from standardized tables are used, as in the design of three-centered curves and channelization approach treatments, appropriate notations should be made.

All values obtained through computation or use of standardized tables should be checked, preferably on an independent basis. For those pay items where agreements may be reached to make payment on the basis of planned quantities, an independent check shall be performed and noted. The resolution of any differences between original and checked computations shall be noted.

Where computations are performed by computer, an independent check is not required. However, the computation output sheet should be reviewed for obvious mistakes, and a copy included in the project files bearing the date and initials of the person accepting the output.

Due to the diversity of design activities within the Department of Transportation, it is not practical that the complete project files be stored in any one office or at any one location within an office. Documents should be retained in the office responsible for originating them. For example, Geometric computations, Drainage computations and Quantity computations should be filed in the District Office while Programming data and the Engineer's Estimate would be filed in the Central Office, Bureau of Design and Environment, and Structural Computations for bridges would be filed with the Bureau of Bridges and Structures. The following tabulation indicates those records which will be retained in the Central Office and those which should be retained in the District Office:

<u>Central</u>	<u>District</u>
Programming Data	Letting Plans and Special Provisions
Engineer's Estimate	Field Survey Data and Computations
Structural Computations	Aerial Survey Data and Computations
Lighting Computations (except District 1)	Geometric Computations

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Central (Continued)

Shop Drawings

Railroad Agreements

Consultant Contracts

Letters of Authorization

District (Continued)

Drainage Computations

Pavement Design

Quantity Computations

Preliminary Estimate

Utility Agreements

Documentation for Federal projects shall be retained for a minimum period of three years after FHWA final payment of the project. Documentation for Non-Federal projects shall be retained for a period of three years after project acceptance. (Records may be retained for longer periods if required by local records disposal plans). A listing of Federal Highway projects for which final payment has been received is periodically distributed by the Bureau of Budget and Fiscal Management. This listing may be used as a guide in scheduling records disposal.

In addition to the above, certain records must be retained for longer periods beyond those stated in the Federal-Aid Policy Guide 49 CFR 18.42. Records to be retained for seven (7) years after payment of final voucher include: extra work or change orders; auditor's work papers; and right-of-way certificates and maps. Records to be retained for twenty (20) years include: title sheet; typical cross-section sheets; and special layout sheets showing geometric features.

Microfilm may be substituted for the original documents after final payment of Federal funds.

Engineer of Design and Environment

