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

Date: April 6, 2004

File: Division of Construction
CPD 04-2

From: ROBERT PIEPLOW 
Chief
DIVISION OF CONSTRUCTION

Subject: Disposition of Construction Project Records

A Federal Highway Administration (FHWA) representative notified the Division of Construction that the Department sent final vouchers to FHWA for two construction projects on which the project records needed for verification and reimbursement had already been destroyed. Consequently, the FHWA may issue a Federal-Aid Ineligibility Notification on those two projects.

Destroying project records before submitting the final voucher to the FHWA is inconsistent with the procedures described in Section 5-104, "Final Construction Project Records," of the *Construction Manual*.

Retain project records in accordance with the procedures outlined in Section 5-104C, "Disposition of Construction Project Records," of the *Construction Manual*. The district construction office must retain project records as follows:

1. For projects that involve federal participation, retain the records for a minimum of three years after submission of the final voucher.
2. For projects that do not involve federal participation, retain the records for a minimum of three years after the date on which the final estimate is scheduled for payment.
3. For projects on which some legal question exists, such as a pending claim, a labor compliance case, or litigation, retain the records for three years after settlement. The district construction office must send a memorandum to the district records officer to hold these records until further notice.