

**Construction Records Retention Schedule**

<b>PHF = Project History File ; FE= Final Estimate; FFV= Final Federal Voucher</b>			
<b>Project Record Category</b>	<b>Retain Construction Project Records</b>		
	<b>FE</b>	<b>FFV + 3 yrs</b>	<b>PHF</b>
1. Project Personnel	X		
2. Project Office Equipment and Supplies	X		
3. Equipment and Personnel Cost Reports	X		
4. Service Contracts	X		
5. General Correspondence		X	
6. Safety		X	
7. Public Relations	X		
8. Construction Surveys		X	
9. Welding		X	
10. (Extra category number)			
11. Information Furnished at Start of Project (except documents noted below)		X	
a. Detailed Estimate of Project Cost			X
b. Notice of Award of Contract			X
c. Contract Special Provisions & Addendums			X
d. Notice of approval of the Contract			X
e. Executed Contract			X
f. Proposal & Contract Forms (Bonds)			X
12. Contractor (except documents noted below)		X	
a. Contractor's Borrow Agreements			X
13. Signs and Striping		X	
14. Photograph Records			X
15. Accidents		X	
16. Utility Agreements (agreements only)			X
17. Utility Work Performed		X	
18. Agreements (except documents noted below)		X	
a. Right of Way Agreements (with/without obligation)			X
b. Forest Service Agreements			X
c. Borrow Agreements (between State/Owner)			X
d. Disposal Agreements (between State/Owner)			X
e. Service Agreements (charged to contract allotment)			X
19. Hazardous Waste and Hazardous Materials			X
20. Water Pollution Control Plan or Stormwater Pollution Prevention Plan		X	
21. Construction Zone Enhanced Enforcement Program		X	
22. Traffic Management Information		X	
23. (Extra Category Number)			

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24. Disadvantaged Business Enterprises and Disabled Veteran Business Enterprises		X	
25. Labor Compliance and Equal Employment Opportunity		X	
26. Progress Schedule		X	
27. Weekly Statement of Working Days		X	
28. Weekly Newsletter	X		
29. Materials Information and Preliminary Tests		X	
30. Basement Soil Test Results		X	
31. Notice of Materials to Be Used		X	
32. Notice of Materials to be Inspected		X	
33. Notice of Materials to be Furnished		X	
34. Treated Base		X	
35. Hot Mix Asphalt		X	
36. Concrete (other than structure items)		X	
37. Initial Tests and Acceptance Tests		X	
38. Quality Control Quality Assurance		X	
39. Materials Testing Qualifications of Employees		X	
40. Field Laboratory Assistant Reports to Resident Engineer		X	
41. Report of Inspection of Material		X	
42. Material Plants		X	
43. Concrete and Reinforcing Steel		X	
44. Recycle Materials and Diversion of Solid Waste		X	
45. Resident Engineer's Daily Reports		X	
46. Assistant Resident Engineer's Daily Reports		X	
47. Drainage Systems		X	
48. Contract Item Quantity Documents		X	
49. Change Orders (except documents noted below)		X	
a. Change Orders (no drafts)			X
b. Memorandums (no drafts)			X
50. Adjustment in Compensation Calculations		X	
51. Materials on Hand		X	
52. Charges to Total Contract Allotment		X	
53. Credit to Contract		X	
54. Deductions from Payment to Contractor		X	
55. Partnering		X	
56. (Extra category numbers)			
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59. Bridge Estimate Data		X	
60. Contract Administration System Inputs and Reports		X	
61. Estimate and Project Status (except documents noted below)		X	
a. Final Estimate			X
b. Invoice & Receiving Records (if applicable)			X
62. Disputes		X	
63. Project Completion Documents (except documents noted below)		X	
a. Contract Acceptance			X
b. Final Materials Certification			X
c. Final Acceptance Checklist for Federal Aid High Profile Projects			X