



1-9 Project Records

A project file shall be kept and maintained by the consultant. The file shall include all correspondence, records of meetings and phone conversations, a history of project cost estimates, and all project memoranda and information. As correspondence is received during the course of the project, it shall be dated and filed. Copies shall be distributed to appropriate project personnel and a record of required actions shall be documented.

In addition, pertinent project development information shall be included in the Resident Engineers Pending File for construction.

Complete project records are the responsibility of the consultant and will not be kept or maintained by OSFP. Project records shall be made available to the OSFP Liaison Engineer upon request.

Guidelines for establishing a Uniform File System can be found in the *Project Development Procedures Manual*, and recommendations on record keeping procedures can be found in the *Bridge Memo to Designers Manual*.