

**CONSTRUCTION DIRECTIVE 07220.100.11**

**Revised:** April 1, 2008

**SUBJECT:** Management and Retention of Contract Documentation

**GENERAL:**

Project records are subject to review and audit during the life of the project and after completion of the Contract. Complete and accurate Contract Documentation is a critical element to substantiate that the work was performed according to specifications, to bring about resolution of claims and to protect the Administration from a legal stand point.

**PURPOSE:**

To emphasize to all Personnel the importance of maintaining up-to-date, accurate Project Records at all times. Contract Documentation includes both construction related records and supplementary construction inspection records.

**POLICY:**

Original Source Document: The Inspector's Daily Report (IDR) with a signature is the original source document on the Construction Project. The IDR is the chronological history of all work done on the project and must be; clear, concise, comprehensive, complete, correct to be admissible as evidence in a court of law. The IDR is the foundation upon which all other documents are built and must state the facts and not opinion of the writer.


**PROCEDURE:**

All Project Records must be; clear, concise, comprehensive, complete, correct to be admissible as evidence in a court of law.

Requirements for the safe storage of all documentation shall be as follows:

If the project has an Engineer's Office, all records must be stored in an approved file cabinet. If an Engineer's Office is not assigned, the District will provide space at a SHA facility in the vicinity. This could be an Engineer's Office for another project, an SHA maintenance facility, the District Office, etc. Under no circumstances are original documents to be stored in a personal vehicle or residence.

State and Federal procedures require that all Contract Documents be retained for minimum periods of time. (See Construction Directives 07220.100.12 and 07220.100.12.1).

  
\_\_\_\_\_  
Chief, Construction Inspection Division

**APPROVED:**

  
\_\_\_\_\_  
Director, Office of Construction