



Retention of Standard Sheet Backup Data

After completion of the technical work associated with the Standard Details and Plans, pertinent data will be packaged and clearly identified. The Technical Committee Chairperson or Technical Specialist in authority will determine the package storage location (i.e.: workstation, record center, etc.). The attached transmittal letter form, Attachment A, should be used to inform the Technical Publications Section of the location of the package of documents. The completed form will be filed in the Technical Publications Section. The file will identify the location of design calculations and other documents associated with Standard Plans and Bridge Standard Detail Sheets.



Floyd L. Mellon



Guy D. Mancanti

RJZ:jgf

New Memo. Supersedes Memo to Designers 1-6.1 dated January 1983