

Memorandum

*Serious drought.
Help Save Water!*

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

Date: May 26, 2015

File: Division of Construction
CPD 15-2

From: 
RACHEL FALSETTI, Acting Chief
Division of Construction

Subject: FINAL MATERIALS CERTIFICATION FORM

The Code of Federal Regulations, Title 49, Section 18.42 requires the California Department of Transportation (Caltrans) to retain pertinent construction project records for three years after the final project voucher has been sent to the Federal Highway Administration for reimbursement. Each year, the Bureau of State Audits selects various construction contracts from around the state to be audited. During the last annual review, the Bureau of State Audits found that Caltrans has been able to produce all of the requested documents for completed projects except for Form CEM-6302, "Final Materials Certification." This directive is a reminder of the importance of construction records creation and retention, and advises resident engineers to review the *Construction Manual* for guidance on project completion documents.

Section 5-102, "Organization of Project Documents," states that Form CEM-6302 is kept in category 63 with the other project completion documentation. It is vital that resident engineers complete this form and the district maintains it for the prescribed time as shown in the *Construction Manual*.

To assist district staff in proper document retention, Section 5-104, "Final Construction Project Records," of the *Construction Manual* contains guidelines for the disposition of construction project records. The retained construction records are to be placed in the project history file along with other selected project development records.

If you have questions or comments concerning this directive, please contact John Bittermann, Division of Construction, at john.bittermann@dot.ca.gov or (916) 654-4945.