

Memorandum

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

Date: July 26, 2023

File: Division of Construction
CPD 23-4



From: RAMON HOPKINS, Chief
Division of Construction

Subject: **CONSTRUCTION RECORDS RETENTION SCHEDULE**

This directive informs Caltrans Construction staff that the Records Retention Schedule for Construction has been updated. Construction Records Retention Schedule version 2023-066 is the controlling document for retention requirements, processes, timelines, and locations for Construction records. Every five years, or when necessary, the records retention schedule must be updated and revised to meet Caltrans document retention procedures. Version 2023-066 contains major changes in retaining records both electronically and in paper format, depending on when the contract was awarded.

Included with this directive are three documents that assist in understanding the document retention requirements for both project records and Construction documents relating to policy, procedure, and guidance.

- The first attachment is the memorandum to the Construction Division records officer for Construction Records Retention Schedule 2023-066.
- The second attachment identifies the retention requirements for all Construction documents.
- The third attachment is a Summary of Construction Project Record Retention Requirements that lists the retention requirements for the project records in the 63 category files.

Revisions to the *Construction Manual*, including Section 5-1, "Project Records and Reports," will incorporate these changes in 2023.

If you have questions or comments regarding this directive, contact Ana Serrano, Division of Construction, at Ana.Serrano@dot.ca.gov or (916) 764-9270.

DEPUTY DISTRICT DIRECTORS, Construction et al.

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Attachments:

1. 2023-066_RRS_Construction memo.pdf
2. Construction Records Retention Schedule 2023-066.pdf
3. Summary of Construction Project Record Retention Requirements.pdf