

Summary of Construction Project Record Retention Requirements

Note: All projects awarded after June 30, 2021, must be stored electronically in the Falcon electronic Document Management System (FalconDMS). Documents should be uploaded as received so that all documentation relevant to the project is readily accessible from the approved retention location. Projects awarded before July 1, 2021, may use FalconDMS to retain documents in lieu of paper records.

PHF = Project History File; FE = Final Estimate; FFV = Final Federal Voucher			
Project Record Category	Retain Construction Project Records		
	FE	FFV/FE +3 yr	PHF
1. Project Personnel	X		
2. Project Office Equipment and Supplies	X		
3. Equipment and Personnel Cost Reports	X		
4. Service Contracts	X		
5. General Correspondence		X	
6. Safety		X	
7. Public Relations	X		
8. Construction Surveys		X	
9. Welding		X	
10. (Extra category number)			
11. Information Furnished at Start of Project (except documents a-f noted below)		X	
a. Detailed Estimate of Project Cost			X
b. Notice of Award of Contract			X
c. Contract Special Provisions & Addendums			X
d. Notice of approval of the Contract			X
e. Executed Contract			X
f. Bid Book			X
12. Contractor (except document "a" noted below)		X	
a. Contractor's Borrow Agreements			X
13. Signs and Striping		X	
14. Photograph Records			X
15. Accidents		X	
16. Utility Agreements (agreements only)			X
17. Utility Work Performed		X	

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18. Agreements (except documents a-e noted below)		X	
a. Right of Way Agreements (with/without obligation)			X
b. Forest Service Agreements			X
c. Borrow Agreements (between State & Owner)			X
d. Disposal Agreements (between State & Owner)			X
e. Service Agreements (charged to contract allotment)			X
19. Hazardous Waste and Hazardous Materials			X
20. Water Pollution Control Plan or Stormwater Pollution Prevention Plan		X	
21. Construction or Maintenance Zone Enhanced Enforcement Program		X	
22. Traffic Management Information		X	
23. Temporary Pedestrian Access Routes	X		
24. Disadvantaged Business Enterprises and Disabled Veteran Business Enterprises		X	
25. Labor Compliance and Equal Employment Opportunity		X	
26. Progress Schedule		X	
27. Weekly Statement of Working Days		X	
28. Weekly Newsletter	X		
29. Materials Information and Preliminary Tests		X	
30. Basement Soil Test Results		X	
31. Notice of Materials to Be Used		X	
32. Notice of Materials to be Inspected for the Job Site		X	
33. Notice of Materials to be Furnished		X	
34. Treated Base		X	
35. Hot Mix Asphalt		X	
36. Concrete (other than structure items)		X	
37. Initial Tests and Acceptance Tests		X	
38. Quality Control		X	
39. Materials Testing Qualifications of Employees		X	
40. Field Laboratory Assistant Reports to Resident Engineer		X	

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41. Report of Inspection of Material		X	
42. Material Plants		X	
43. Concrete and Reinforcing Steel		X	
44. Recycle Materials and Diversion of Solid Waste		X	
45. Resident Engineer's Daily Reports		X	
46. Assistant Resident Engineer's Daily Reports		X	
47. Drainage Systems		X	
48. Bid Item Quantity Documents		X	
49. Change Orders (except documents a-b noted below)		X	
a. Change Orders (no drafts)			X
b. Memorandums (no drafts)			X
50. Adjustment in Compensation Calculations		X	
51. Materials on Hand		X	
52. Charges to Total Contract Allotment		X	
53. Credit to Contract		X	
54. Deductions from Payment to Contractor		X	
55. Partnering		X	
56. (Extra category number)			
57. Permanent Pedestrian Facilities		X	
58. (Extra Category number)			
59. Bridge Estimate Data		X	
60. Contract Administration System Inputs and Reports		X	
61. Estimate and Project Status (except documents a-b noted below)		X	
a. Final Estimate			X
b. Invoice & Receiving Records (if applicable)			X
62. Disputes		X	
63. Project Completion Documents (except documents a-c noted below)		X	
a. Contract Acceptance			X
b. Final Materials Certification			X
c. Final Acceptance Checklist for Federal Aid High Profile Projects			X