



Record Keeping for Contractor Furnished Materials

General Information

The Resident Engineer has the overall responsibility for maintaining records of Contractor-furnished materials. However, as the Structure Representative is responsible for the acceptability of all materials used in structure construction, he **must** be familiar with the materials record keeping procedures so that he may keep informed as to the status of acceptability of the various materials used in the structures.

The Resident Engineer or his staff will generally maintain the materials records. The records will be filed in accordance with the instructions in Chapter 3 of the *Construction Manual*, and will be available for use by the Structure Representative. The Structure Representative may maintain portions of the materials records relative to structure construction items. There should be no duplication of record keeping procedures.

Information relative to establishing and maintaining file categories 31, 32, 33, 37, 39, 41 and 43 is given in *Bridge Construction Memos* which follow.