



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

Subject: CONSTRUCTION MEMORANDUM 12-81
District Construction Project
File Requirements

Effective June 1, 2012

Expires Indefinite

PURPOSE

This memorandum prescribes requirements for the retention of district highway construction files. The lists included herein were removed from the "District Construction Project Files" retention schedule to facilitate the ease by which these retention lists can be revised as necessary without the formal submittal, approval, and issuance of a new retention schedule by the State Records Commission.

APPLICABILITY

Procedures herein apply to all contracts awarded by the Department of Transportation under Bureau of Construction supervision.

REFERENCES

1. [Documentation](#) section of the Construction Manual
2. Contract Special Provisions
3. [Standard Specifications for Road and Bridge Construction](#)
4. [Supplemental Specifications and Recurring Special Provisions](#)
5. Pertinent [Construction Memorandums](#)
6. [Project Procedures Guide](#)

RESPONSIBILITIES

Original project records are to be retained in each District Office for three (3) years after submission of final vouchers, then disposed of providing all audits have been completed, no litigation is pending or anticipated, and an approved Disposal Certificate has been received from the State Records Commission.

PROJECT RECORDS/ REPORTS TO BE RETAINED BY THE DISTRICT

These files contain project records and reports for each construction contract under the supervision of the District Construction office and include the following documents:

Required for all contracts:

- 1) [BC 239](#): Weekly Report of Resident
- 2) [SBE 746](#): Contractor's Weekly Payroll Certificate
- 3) Report of Net Cost of Section

- 4) [BC 255](#): Progress Schedule
- 5) BC 803: Report of Resident Engineer- Pay Estimate
- 6) [BC 623](#): Quantity Book Cover Sheet
- 7) Quantity Book Index of Sheets
- 8) [BC 625](#): Quantity Book Sheets
- 9) Quantity Book Materials Breakdown Sheets
- 10) Final Report of Contract Items
- 11) Distribution Sheet for Construction Engineering
- 12) Construction Engineering Costs
- 13) Cost Distribution Sheet for Preliminary Engineering
- 14) Preliminary Engineering Costs
- 15) Contractor's Certificate of Compliance with Federal Minimum Wage Rates
- 16) Contractor's Report of Employment
- 17) [BC 111](#): Checklist for Engineer's Final Pay Estimate
- 18) [BC 71](#): Final Inspection Report of State Road Work (Summary of Length Built)
- 19) Detailed Breakdown by Construction type codes to confirm with detailed estimate on which report agreement is based
- 20) [BC 1012](#): Certification of Non-Segregated Facilities
- 21) [SBE 348](#): Statement of Compliance (or equivalent as allowed under Construction Memorandum 14)
- 22) [SBE 1008](#): Equal Employment Opportunity Checklist
- 23) Contractor's Equal Employment Opportunity Inspection Sheet
- 24) [SBE 746](#): Contractor's Weekly Payroll Certificate
- 25) [BC 261](#): Substance Abuse Prevention Program Certification
- 26) Minutes of Pre-Construction Conference
- 27) [OPER 725](#): Traffic Control Authorization Request
- 28) OPER 726: Traffic Control Inspection Report
- 29) [BC 726](#): Traffic Control Inspection Report
- 30) Copies of Construction Plans and Special Provisions
- 31) Project Diary
- 32) Field Inspection Reports/Source Documentation
- 33) [SBE 48](#): Payroll (or equivalent as allowed under Construction Memorandum 14)
- 34) Miscellaneous construction Project Notes

Required for contracts only when applicable:

- 1) [BC 49](#): Material Allowance Affidavit
- 2) Request for Authorization of Contract Changes Including Cost of Utility Adjustments
- 3) Starting & Completion Dates of Utility Adjustments
- 4) Notification of Completion of Utility Adjustments
- 5) Calculation File, Shop Drawings, & Catalog Cuts
- 6) [BC 260A](#): Request for Approval of Subcontractor
- 7) [BC 608](#): Local Agency Certification to Accompany Engineer's Final Payment Estimate
- 8) Statement of Working Days
- 9) Final Report of Surface Variations
- 10) Railroad & Utility Bills
- 11) List of Material Releases

- 12) Individual Load Tickets for Aggregates, PCC, HMA, and others
- 13) [BC 628](#): Inspector's Daily Report
- 14) Test Pile Letter
- 15) Detailed Statement of amount due from a City, County, or Private Firm - retained by Design
- 16) [BC 163](#): Report of Employee Interviews
- 17) Daily Bituminous Plant Report- Retained by Materials
- 18) Daily Proportioning Report - Retained by Materials
- 19) Report of Modulus of Rupture - Retained by Materials
- 20) Report of Pavement Smoothness
- 21) [SBE 1014](#): Weekly Trainee Report
- 22) [BC 1465](#): Truck Tare Weights
- 23) [BC 1013](#): Progress Documentation Review
- 24) [BC 981/BC 981M](#): Agreement on Accuracy of Plan Quantities
- 25) [BC 131](#): Statement of Material Allowances
- 26) [BC 334](#): Core Drill Report Final Samples
- 27) [OQCR 2367](#): Independent Truck Weight Check/Action Report
- 28) Project Erosion & Sediment Control File per Construction Memorandum 60 and NPDES Permit No. ILR10 including all required reports & records
- 29) [BC 635](#): Extra Work Daily Report
- 30) [BC 2240](#): Traffic Control Surveillance Report
- 31) [BC 2320](#): Rotational Capacity Test Worksheet
- 32) [BC 2529/BC 2529M](#): Bituminous Paving Daily Record
- 33) [BC 2531](#): PCC Paving Daily Record

The "Piling Diagrams" are retained on a permanent basis by the Central Bureau of Bridges and Structures per State Records Application 71-15 and the "As Built Plans" are maintained by the District Maintenance Field Engineers on a permanent basis per Application 72-40M. "Final Inspection Reports" will be maintained on a permanent basis per the provisions of item 4 of the Application.

RECORDS DISPOSAL

Application No. 09-17B, approved March 21, 2012 by the State Records Commission provides:

District Construction files are to be retained for three (3) years after submission of final voucher. Files may then be destroyed providing all required audits have been completed, and providing there is no anticipated or pending litigation. The Office of Finance and Administration, Bureau of Business Services, Records Unit, must be notified of the intent to dispose of project records on Form AR D-66.2 "Records Disposal Certificate". Approval is required before records may be disposed.



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