



**Retention Schedule 09-17C Item 15: District Construction Project Files**

The following records for all contracts are to be retained by the respective district office for three (3) years after final voucher/acceptance.

Note: The three (3) year retention period for highway construction contracts that have a Federal Project Number begins on the date Project Control closes the contract. (This is referred to as the "federal final voucher" date. The federal final voucher date is sent to the districts on an annual basis from Project Control, and is also available from the department's [Records Center](#).)

The three (3) year retention period for highway construction contracts that do not have a Federal Project Number begins on the date of "Form BC 107: Final Acceptance of Improvement".

- 1) Form [BC 71](#): Final Inspection Report of State Road Work.
- 2) Form [BC 107](#): Final Acceptance of Improvement
- 3) Form [BC 111](#): Checklist for Engineer's Final Payment Estimate
- 4) Form [BC 239](#): Weekly Report of Resident
- 5) Form [BC 255](#): Progress Schedule
- 6) Form [BC 261](#): Substance Abuse Prevention Program Certification
- 7) Form [BC 623](#): Quantity Book Cover Sheet
- 8) Form [BC 625](#): Quantity Sheet
- 9) Form [BC 1256](#): Bidder's Employee Utilization Form Construction
- 10) Form [BC 1777](#): Contractor's Performance Evaluation
- 11) Form [BSPE 725](#): Traffic Control Authorization Request
- 12) Form [BSPE 726](#): Traffic Control Inspection Report
- 13) Form [SBE 1008](#): Equal Employment Opportunity Checklist
- 14) Copies of Construction Plans and Special Provisions
- 15) ELM Contract Award Notice
- 16) Field Inspection Reports/Source Documentation
- 17) Final Documentation Review Reports by the District
- 18) Minutes of Pre-Construction Conference
- 19) Miscellaneous Construction Project Notes, Correspondence, etc.
- 20) Project Diary
- 21) Quantity Book Index of Sheets
- 22) Quantity Book Materials Breakdown Sheets
- 23) Report of Net Cost of Section
- 24) Report of Resident Engineer- Pay Estimate

The following records for all contracts are to be retained by the respective district office for three (3) years after final voucher/acceptance **only when applicable**:

- 1) Form [BBS 757](#): Test Pile Driving Record
- 2) Form [BBS 2184](#): Production Pile Driving Data
- 3) Form [BC 22](#): Authorization of Contract Changes
- 4) Form [BC 24](#): Request for Procurement Policy Board Waiver
- 5) Form [BC 49](#): Material Allowance Affidavit
- 6) Form [BC 100](#): Contract Renewal
- 7) Form [BC 131](#): Statement of Material Allowances
- 8) Form [BC 163](#): Report of Employee Interviews
- 9) Form [BC 260A](#): Request for Approval of Subcontractor
- 10) Form [BC 329](#): Resident's Memo
- 11) Form [BC 334](#): Core Drill Report Final Samples
- 12) Form [BC 608](#): Local Agency Certification to Accompany Engineer's Final Payment Estimate
- 13) Form [BC 628](#): Inspector's Daily Report
- 14) Form [BC 635](#): Extra Work Daily Report
- 15) Form [BC 775](#): Local Public Agency Resident Construction Supervisor/ In Responsible Charge
- 16) Form [BC 776](#): Local Public Agency Construction Inspector
- 17) Form [BC 930](#): Consultant Engineer's Weekly Personnel and Vehicle Time Distribution Record
- 18) Form [BC 931](#): Consultant Engineer's Private Vehicle Weekly Mileage Record
- 19) Form [BC 981/BC 981M](#): Agreement on Accuracy of Plan Quantities
- 20) Form [BC 1013](#): Progress Documentation Review
- 21) Form [BC 1131](#): Report of Telephone Calls
- 22) Form [BC 1241](#): Performance Bond
- 23) Form [BC 1465](#): Truck Tare Weights
- 24) Form [BC 1950](#): Speed Letter
- 25) Form [BC 2015](#): Qualification for Welding Steel Bearing Pile Splices Only
- 26) Form [BC 2019](#): Request for Extension of Time
- 27) Form [BC 2115](#): Subcontractor Payment Agreement (Non-DBE)
- 28) Form [BC 2240](#): Traffic Control Surveillance Report
- 29) Form [BC 2256](#): Prior Approval Authorization of Contract Change
- 30) Form [BC 2320](#): Rotational Capacity Test Worksheet

- 31) Form [BC 2370](#): Equipment Expense Rate Data
- 32) Form [BC 2448a](#): Profile Report for Pavement Smoothness
- 33) Form [BC 2448b](#): Smoothness Assessment Worksheet
- 34) Form [BC 2450](#) Profile Report for Bridge Deck Smoothness
- 35) Form [BC 2529/BC 2529M](#): Bituminous Paving Daily Record
- 36) Form [BC 2531](#): PCC Paving Daily Record
- 37) Form [BC 2544](#): Report of Bridge Deck Patching Quantities
- 38) Form [BIC 2367](#): Independent Truck Weight Check/Action Report
- 39) Form [SBE 1014](#): Weekly Trainee Report
- 40) Calculation File, Shop Drawings, & Catalog Cuts
- 41) Daily Bituminous Plant Report
- 42) Detailed Statement of amount due from a City, County, or Private Firm - retained by Design
- 43) Surface Variations measured with a 16 ft. straightedge
- 44) Individual Load Tickets for Aggregates, PCC, HMA, and others
- 45) Notification of Completion of Utility Adjustments
- 46) Project Erosion & Sediment Control File per the Construction Manual, including:
  - a. Form [BC 2259](#): Storm Water Pollution Prevention Plan Erosion Control Inspection Report
  - b. Form [BDE 2342a](#): Contractor Certification Statement
  - c. IEPA Form [WPC 621](#): Notice of Termination (NOT)
  - d. IEPA Form [WPC 623](#): Notice of Intent (NOI)
  - e. IEPA Form [WPC 624](#): Incidence of Non-Compliance (ION)
- 47) Railroad & Utility Bills
- 48) Request for Authorization of Contract Changes Including Cost of Utility Adjustments
- 49) Starting & Completion Dates of Utility Adjustments
- 50) Test Pile Letter

Note, per **Retention Schedule 12-75A Item 18 – “As-Built Highway and Bridge Plans”**, “as-built” plans are to be submitted to the department’s Records Center upon project completion for digitization and permanent retention per Application [12-75A Item 18](#) As-Built Highway and Bridge Plans.

RECORDS DISPOSAL REQUIREMENTS

Records shall be disposed as soon as they are eligible providing all audits have been completed and all audit findings resolved, no litigation is pending or anticipated, and an approved Disposal Certificate has been received from the State Records Commission. The department's Records Center has provided step-by-step instructions for the [Legal Disposal of State Records](#).

A handwritten signature in blue ink that reads "Tim Kell". The signature is written in a cursive style with a large initial "T" and a long, sweeping underline.

Tim Kell, P.E.  
Engineer of Construction