



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 15-04

SUBJECT: Retirement of Active BDE Procedure Memoranda

DATE: July 27, 2015

BDE Procedure Memoranda 10-01, 10-02, 10-03, and 10-04 have been retired. See the Disposition of BDE PM's on-line and the background below for more information.

Background

When the on-line format of the BDE Manual was introduced in 2010, there were several stand-alone Procedure Memoranda from the 2002 BDE Manual that were retained and re-issued under BDE Procedure Memoranda 10-01 (New Series of BDE Procedure Memorandums). Since that time, BDE has been working to incorporate these "active" PMs into the Manual or otherwise eliminate them. At this time, four more of those Procedure Memoranda have been retired. The rationale for each is as follows:

PM 10-01 (New Series of BDE Procedure Memorandums) has been retired as BDE no longer issues stand-alone Procedure Memoranda.

PM 10-02 (Project Files Documentation) has been retired as it has been superseded by an update to Record of Retention Schedule 12-75.

PM 10-03 (Local Participation in Spot Safety Improvement Projects) has been retired as its contents have been replaced by the Bureau of Safety Engineering Policy Memorandum 1-06, "Highway Safety Improvement Program (HSIP)."

PM 10-04 (Architectural and Engineering Report and Negotiation Guidelines for Engineering Agreements and Supplements) has been retired as updates to Chapter 8 of the BDE Manual, BDE Form 17-09, and implementation of the Engineering Prequalification and Agreement System (EPAS) have made its content obsolete.

The Disposition of BDE PMs (2002 Manual – 2010 Manual) has been updated accordingly.

A handwritten signature in blue ink, appearing to read "Omer M. Osman".

Omer M. Osman, P.E.
Director of Highways
Chief Engineer

HST-57102