

PROJECT FILE NO.	FORM NO.	FOLDER TITLE / (Document Title or Types)	Retention
100		FILE INDEX - PROGRAMMING	7 Years
101		ADVERTISING AND AWARD	7 years
		Notice to Proceed Date	7 years
		Letters of Approval of Contract Bidders	7 years
102		CONTRACTS	
	1130	Progress Schedule	7 Years
	1130	Revised Progress Schedules	7 Years
		Proposal/Addenda	7 Years
		Contract	7 years
		Consultant Contracts	7 Years
		Work Zone Enforcement Contracts	7 Years
103		SUBCONTRACT AGREEMENTS	
	164	Prime Contractor Statement Of DBE Subcontractor	7 Years
	1302	Subcontract Agreements or Cover Sheet and Items List	7 Years
	1386	Post Certification of Subcontract Compliance	7 years
	0178	DBE Participation (Used to be Blue Sheet)	7 Years
104		WORK ORDERS/DAMAGE CLAIM NOTICE	
	1119	Damage Claim Notice	7 Years
	1137	Work Orders	7 Years
	1165	Notice of Non-Compliance with Contract Requirements	7 Years
105		CONTRACT MODIFICATIONS	
		Contract Modifications	7 Years
	1100A	Extension of Contract Time Request	7 Years
106	1112D	PROGRESS REPORTS Form 1112D Bi-Weekly Construction Progress Report has been eliminated per BOH IM 2004-03. For projects closed out prior to BOH IM 2004-03	7 Years
107		CONSTRUCTION STATUS	
	1116	Weekly Statement of Work Days Charged	7 Years
108		CONTRACTOR'S EVALUATION, INSPECTION REPORTS, NPDES & INSPECTORS DAILY REPORT (IDR)	7 Years
	1120	Final Inspection/Acceptance and Certification Report	7 Years
	1122B	Field Book (Inspector's Daily Report - IDR)	7 Years
		Field Measurements (Attached to Field Book (IDR)) Work Sheets	7 Years
	1126	NPDES - Inspection Reports	7 Years
	1182	Contractor Performance Evaluation	7 Years
	FHWA 47	Material Certificate Form FHWA 47 Material Certificate has been eliminated per BOH IM 2007-05. For projects closed out prior to BOH IM 2007-05.	7 Years
		Warranty Acceptance Documents	7 Years
		Notification from Contractor that Work is Completed	7 years
109		CONTRACT ACCOUNTING	

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	1101	Force Account (if not attached to Contract Modification and documentation)	7 Years
	1101A	Force Account - Daily Field Record	7 Years
	1168	Force Account Worksheet for Equipment	7 Years
110		PAY ESTIMATES	
		Engineer's Estimate	7 Years
		Final Estimate	7 Years
		Post Final Construction Estimate	7 Years
		Construction Estimate	7 Years
111		PAYROLLS & TRAINEE REPORTS	
	1156	Minimum Wage Rate - Interview Sheet	7 Years
	0125	O.J. T. Program Report and Training Log	7 Years
	WH-347	Payrolls	7 Years
	WH-348	Statement of Compliance	7 Years
	1952	Certified Payroll Review Checklist	7 Years
	1954	Certified Payroll Status Log	7 Years
	1955	Contractor's Certified Payroll Checklist	7 Years
112		CORRESPONDENCE	
		General Correspondence Published Articles & News Clips	7 Years
113		MEETINGS & SAFETY PROGRAM	
		Pre-Construction minutes, Progress Meetings, Post-Construction Meetings	7 Years
114		UTILITIES - PERMITS - REAL ESTATE DATA	
		All Forms Pertaining to Utilities, Permits and Real Estate.	7 Years
115		RAINFALL RECORDS	
	1108A	Rainfall Record (Not used in all offices)	7 Years
200		CONTRACT HISTORY	
		Archived Contract saved to removable media (memory stick, diskette, CD, etc.).	7 Years
	1147 & 1147C	Final Estimate Review Summaries	7 Years
CONSTRUCTION DOCUMENTS - "200" FILE SERIES			
201		Construction Survey Notes - Shop Drawings	7 Years
		Contractor's Staking QC Plan	7 Years
	250	Revision of Plans (As-Builts) (Send to Design for Microfilming. Include form 250)	Exception
202		PHOTOGRAPHS & VIDEOS	7 Years
203		GRADE SHEETS - STRUCTURE STAKEOUT	
	201	Grade Sheets	7 Years
	1145	Grade Checks (or attach to IDR)	7 Years
204		TRAFFIC ITEMS (BARRICADE CHECKS & ETC)	
	1013	Inspector's Checklist (Arrow Bar)	7 Years
		Contractor's Daily Traffic Reports	

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205		MISCELLANEOUS ITEMS (ALL MISC ITEM DOCUMENTATION)	
	204	General Computations (or attach with appropriate documentation)	7 Years
	205	Engineer Calculation (or with appropriate documentation)	7 Years
	500	Coring Request	7 Years
	583	Records of Soils Recommendation	7 Years
	1125	Permit to Place	7 Years
	1190	Structure Measurements	7 Years
206		REMOVAL ITEMS	
		Documentation for Removal Items	7 Years
207		EARTHWORK ITEMS	
	1124	Earthwork Data Sheet	7 Years
	1198	Volume Sheet	7 Years
208		HMA TICKETS & QA/QC REPORTS	
	Do not microfilm	HMA Delivery Tickets	7 Years
		Contractor's Quality Control Plan	Mfilm
	0587	HMA Quality Assurance Plan (PWL)	Mfilm
	1903-B	Report of Verification of Quality Assurance Testing	Mfilm
	1903-C	Daily Report of Contractor's Quality Assurance Tests	Mfilm
	1907	MDOT Testing of Compacted HMA Density & Percent Compaction	Mfilm
	1911	Job Mix Formula (JMF) HMA Field Communication	Mfilm
209		AGGREGATE ITEMS & TICKETS	
	Do not microfilm	Delivery Tickets, Aggregate Summary Sheets Etc	7 Years
210		CONCRETE – TICKETS, 1174'S & QA/QC	
	Do not microfilm	Concrete Delivery Tickets	7 years
		Concrete Mix Designs	Mfilm
	590	Cylinder Results	Mfilm
	1131	Bridge Decks Conc. Depth Measurements	Mfilm
	1160	Report of Modulus Rupture	Mfilm
	1160-A	Concrete Cylinder/Core Compression Test Results	Mfilm
	1174	Concrete Proportioning Plant Report	Mfilm
	1174-A	Inspector's Report of Concrete Placed	Mfilm
		Contractor's Quality Control Plan	Mfilm
211		DRAINAGE ITEMS	
		Documentation for Drainage Items	7 Years
212		RESTORATION ITEMS	
		Documentation for Restoration Items	7 Years
213		GUARDRAIL ITEMS	

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		Documentation for Guardrail Items	7 Years
300		TESTING ORDERS	
	501 Series	All Testing Orders	Mfilm
301		DENSITY TESTING	
	509 (do not microfilm)	IAT - Density Testing	7 Years
	582	Moisture and Density Determination of Soils	Mfilm
	582-A	Record of Density Retests	Mfilm
302		MISCELLANEOUS TESTING FOR ALL MISC ITEMS	
	Do not microfilm	Misc. Material Certifications	7 Years
	506	Report of Sign Inspection	Mfilm
	566	Report of Field Inspection	Mfilm
	1143	Testing Earth Grade with Compactor	Mfilm
	1178	Transfer of Tested Material	Mfilm
	1922	Tested Stock Report	Mfilm
	1923	Sample Identification	Mfilm
	1929	Welder Qualification Procedure Report	Mfilm
		Commercial Laboratory Test Reports (General)	Mfilm
		Report of Test - Laboratory	Mfilm
303		BITUMINOUS ITEMS TESTING	
	Do not microfilm	Material Certifications for Bituminous Materials	7 Years
	1842 (Do not microfilm)	Report of Test – Bituminous Mixtures Independent Assurance Sample	7 Years
	1903	Daily Report of HMA Plant Inspection	Mfilm
	1931	Report of Test Marshall HMA Design Mix Formula	Mfilm
	1931-B	Report of Test – HMA Mix Design - Regression	Mfilm
304		DRAINAGE ITEMS TESTING	
	Do not microfilm	Material Certifications for Drainage Items	7 Years
	1919	Corrugated Metal Pipe Report	Mfilm
	1920	Field Report for Concrete Pipe	Mfilm
	1920A	Field Report for Pre-cast Drainage Structure Items	Mfilm
305		CONCRETE ITEMS TESTING	
	502	Pavement Core Record	Mfilm
	503 (Do not microfilm)	IAT – Concrete Sampling and Testing	7 Years
	551	Report of Field Test and Concrete Test Cylinders	Mfilm
	580	Concrete Plant Equipment Inspection Report	Mfilm
	580-A	Concrete Plant Inspection	Mfilm
	1155	Weekly Summary of Certified Concrete from Commercial Central Mix and Transit-Mix Plants	Mfilm

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306		AGGREGATE & GRANULAR MATERIALS TESTING	
	504 (Do not microfilm)	IAT – Aggregate Sampling and Testing	7 Years
	1900	Aggregate Inspection Daily Report	Mfilm
	1901	Mechanical Analysis Report	Mfilm
307		BRIDGE ITEMS - ALL ENGINEERING & TESTING (STEEL & ETC)	
	Do not microfilm	Misc. Material Certifications	7 Years
		Fabrication Inspection Reports	Mfilm
	507	Camber Measurements	Mfilm
	519	Cantilever and Bridge Mount Inspection	Mfilm
	538	Shop inspection of Structural Steel	Mfilm
	538A	Magnetic Particle Inspection Report	Mfilm
	538B	Inspection Report (Ultrasonic Exam of Welds)	Mfilm
	557	Pre-stressed Conc. Beam Construction Field Data Sheet	Mfilm
	579	Structure Foundation Inspection	Mfilm
	1138	Bridge Reinforcing Computations	Mfilm
	1157	Test Pile Record	Mfilm
	1157A	Pile Driving Table	Mfilm

Note: Subtitled folders will be assigned to item of work folders and tested material folders. A subtitled folder may be set up for a single item of work and tested material, or for a group of related items of work or materials. Subtitled and appropriate titled folders should be provided in sufficient quantity and groupings to permit convenient and quick access to the item of work and material documentation. The quantity of subtitled folders will vary with the type of project, and with the variety and number of items of work.

Each subtitled folder should contain the support data for the work listed on the folder. Subtitled folders should also be assigned to material folders. A subtitled folder may be set up for a single material, or for a group of related materials. On a resurfacing project containing 3 or 4 items of work, all the required documentation for support of the quantities could be filed in one subtitled folder.