



# Illinois Department of Transportation

## Memorandum

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To: Studies & Plans Squads PPM 10-14  
From: Scott W. Neihart  
Subject: Section File Documentation  
Date: September 8, 2014

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### **PLAN PREPARATION MEMORANDUM 10-14**

#### **BACKGROUND**

Consultant negotiation information, man-hour estimates, prime agreements, supplemental agreements, supporting documents, correspondence, and direct cost data shall be maintained in the Consultant Unit for five (5) years following the receipt of final acceptance of the project. See Record Retention Schedule 12-75.

Special Waste Survey Requests and results (PESA and PSI) shall be retained by the District Environmental Studies Technician for seven (7) years after the Affidavit of Completion or termination letter. See Record Retention Schedule 12-75.

Bridge and Culvert Hydraulic Design files containing survey data and hydraulic computations shall be retained for thirty (30) years or the life of the hydraulic design, whichever is longer. See Record Retention Schedule 95-24.

Section files (see Record Retention Schedule 12-75) are required for documentation of all Phase I and Phase II projects. The Section files provide a central repository for documents that can be accessed by all staff. Information contained in individual email vaults or squad files are not always readily accessible in the event questions about projects arise.

#### **PROCEDURE**

The following items shall be retained in the Section files in chronological order:

- Job Authorization Notice
- Job Completion Notice
- Job Authorization Change Notice
- Correspondence – all memos, letters, and printed emails, both internal and external, which document decisions/directions for a project

- Crash Analysis
- Benefit Cost Analysis
- Approved Project Reports
- Pavement Analysis and Designs
- Detour Reports
- Bicycle Travel Assessment
- Field Check Minutes
- Coordination Meeting Minutes
- \*Drainage Studies
- \*Bridge Condition Reports
- \*Hydraulic Reports
- \*Structure Reports
- \*TS&L
- \*Soil Reports and Soil Boring Logs
- Other reports (telescan, etc.)
- U.S. Army Corps of Engineers Permits
- Quantity Computations
- Special Provisions
- PS&E Documents – Estimate of Cost, Estimate of Time, Time Bar Chart, and CAPS Sheet

*\* A copy of these items should be kept in the Section file if the size of the items allow. The originals and electronic copies are retained in the Bridge & Hydraulics Unit.*