

## 16.15 Record Retention & Disposal

When the Project Engineer completes all work on the project, transmit to the Group Chief/PM:

- All of the field records including files,
- conformed contracts & plans,
- engineer's diary,
- inspector's daily reports,
- survey books,
- materials test results,
- scale tickets,
- photographic records,
- **certified** payrolls,
- SWPPP with amendments, and
- SWPPP inspection reports.

Transmit to the owner agency, regional maintenance and operations, or the international airport:

- A complete set of materials submittals,
- maintenance and operating manuals,
- warranties,
- a set of the completed as-built drawings (FAA allows CAD as-built drawings on CD),
- field survey books on airport projects to the aviation design unit, and
- field survey books on highway projects, dealing with original survey monuments, to the right-of-way unit.

Place the field records and regional office records on the project in storage. Personnel records **and certified payroll** should be removed and destroyed.

Store and maintain the original records (may also be microfilm or electronic records) for the following minimum periods of time:

- State-funded projects – three years from the date of final acceptance
- FAA-funded projects – three years from the date of final grant payment (14 CFR 151.55c)
- FHWA-funded projects – three years after submittal of the Final Voucher (49 CFR 18.42b)
- SWPPP records for minimum three years after NOT with DEC, or one year after the EPA Consent Decree terminates, whichever is later

In the event of a lawsuit, the records should be kept three years after all court settlements.