

3.10 DIARIES, RECORDS, AND MEASUREMENTS

3.11 MEASUREMENT OF PAY QUANTITIES AND RETENTION OF RECORDS

Sometimes the documentation of measurements and computation of actual work completed have been careless and incomplete. Noting measurements and making computations of pay quantities on scratch paper and transferring totals to the field book are not permitted.

Measurement of Pay Quantities

Measurements in the units prescribed in the specifications shall be entered directly in the proper field book. Each entry must include the date, type of work covered, location, proper measurements, and extensions. Names of each inspector making measurements must be included. Each entry shall close with the signature of the individual who makes the entry. The location should be accurately identified by means of station numbers, right or left side, pier number, etc.

Computation of areas, volumes, or lengths should be checked by a different inspector using the figures entered in the field book. All checks are to be initialed by the inspector making this verification.

Specifications provide that some items, such as reinforcing steel and structural steel, are to be paid on the basis of design weights. Other items to be paid on a weight basis must be supported by scale tickets. Scale tickets are to be authenticated by an inspector or weighmaster at the point of weighing and again at the point of delivery at the job site by the project inspector. For small quantities 200 Mg or less/day (200 tons or less/day) of granular material delivered to the job site, minimum acceptable authentication may be initialing by the inspector of the scale ticket at the point of delivery.

Quantities for each contract item and all extra work must stand on their own merits in every case. Payment for legitimate work by means of increasing quantities on another item to equal the money is *not* permitted.

Retention of Records

Project records retention is according to the current Records Management Manual. The required retention periods are minimums and may be increased at the direction of the District Construction Engineer (DCE). Typically, records are to be retained for three years after FHWA reimbursement on Federal-Aid projects and three years after final payment on non-Federal Aid projects. The date of final FHWA reimbursement on federal-aid projects are available in a spreadsheet at
W:\OperationsFinance\Finance\ProjAcctPayables\Federal\FED FINALS

At the time project files are disposed of by the project engineer, some project data may be determined to be of value in future years and selected for further retention, preferably in the area maintenance manager's file. Examples include correspondence on drainage problems, notice of pending litigation, or adjacent property owner concerns about the right-of-way.

After completing a project, paying the final estimate, and preparing the as-built plans, assemble and file all project records relating to that project (including diaries, cross-section notes, bridge and culvert inspection books, paving, grading, right-of-way, etc). The minimum retention period for project records is 3 years after project

completion.

At the end of the retention period, some project records may be deemed important for further retention by the RCE. Data that may be of value includes field books containing notes on right of way survey, bench work and bench level surveys, drainage surveys, and some project diaries.