

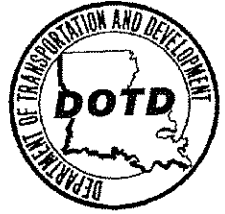


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SHERRI H. LEBAS, P.E.
SECRETARY

MEMORANDUM

TO: SECTION 25

FROM: HOSSEIN GHARA, P.E.
BRIDGE DESIGN ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 35 (BDTM.35)
RECORDS RETENTION POLICY

DATE: January 27, 2012

Effective immediately the attached Bridge Design Section Records Retention Policy shall be implemented. A section-wide audit will be conducted annually to ensure that this policy is followed.

This technical memorandum is posted on the Bridge Design Website under Technical Memoranda.
http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=BRIDGE

Please contact Ms. Zhengzheng "Jenny" Fu (225-379-1321, zhengzheng.fu@la.gov) if you have questions or comments.

HG/zzf
Attachment

Cc: Richard Savoie (Chief Engineer)
Janice Williams (Chief, Project Development Division)
Art Aguirre (FHWA)
Gilbert Bonnet (General Files)

Bridge Design Section Records Retention Policy

(Updated 1/27/2012)

Item No.	Record Title	In Office Retention Period (by Bridge Design Section)	DOTD Total Retention (By General Files)	Archiving Instruction	Responsible Party
001	Design Manuals/Guidance and Bridge Design Technical Memoranda	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Documents\ Reference Materials\Bridge Design Section Archive\Design Manuals-Guidance</u>	Assistant Bridge Design Administrator responsible for design manuals
002	Bridge Design Standard Plans and Special Details	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Documents\ Standard Drawings</u> <i>(Instructions for archiving standards are posted on bridge design website under Standards/Revising or Creating Standards)</i>	Bridge Design Standards Manager
003	Final Plans, Revisions, and Change Orders (CAD files)	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Project folder\Bridge-Facilities\Discipline\Plans</u> <i>(Subfolders for each revision and change order should be created under Plans)</i>	Bridge Task Managers
004	Final Plans, Revisions, and Change Orders (Original signed hard copies)	Life of the Agency	Life of the Agency	Transmit to General Files and archive electronically in DOTD Network Plan Room by General Files	Bridge Task Managers
005	Final Plans, Revisions, and Change Orders (Digital signed copies in pdf format, to be implemented)	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Project folder\ Published Submittals\Project Drawings\ Final Plans</u>	Bridge Task Managers
006	Shop Drawings and Erection Drawings (Final Distribution Copy in pdf format)	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Project folder\ Published Submittals\Project Drawings\Construction Drawings\Shop Drawings</u> <i>(See BDTM.26 for instructions)</i>	Bridge Task Managers
007	Shop Drawings and Erection Drawings (Final Control Set hard copies)	Life of the Agency	Life of the Agency	Transmit to General Files and archive electronically in DOTD Network Plan Room by General Files <i>(See BDTM.26 for instructions)</i>	Bridge Task Managers

Item No.	Record Title	In Office Retention Period (by Bridge Design Section)	DOTD Total Retention (By General Files)	Archiving Instruction	Responsible Party
008	Final Design Calculation Files for In-House and Consultant Projects (Stamped calculation book in pdf format, stamped final reports, and final electronic design models)	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Project Folder\ Published Submittals\Project Documents\Final Design Calculations & Reports</u>	Bridge Task Managers
009	Bridge Rating Reports	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Documents\ Reference Materials\Bridge Design Section Archive\Bridge Rating Reports</u>	Bridge Rating Engineer
010	Truck Permits	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Documents\ Reference Materials\Bridge Design Section Archive\Truck Permits</u>	Bridge Rating Engineer
011	Chief Engineer Orders (Bridge Posting)	Life of the Agency	Life of the Agency	Archive electronically in Project-wise under <u>Documents\ Reference Materials\Bridge Design Section Archive\Chief Engineer Orders (Bridge Posting)</u>	Bridge Rating Engineer
012	Project Related Correspondences (Hard Copies)	Final project acceptance date + 3 years	Life of the Agency	Archive electronically in Content Manager under <u>Design Projects</u> . At the end of in office retention period, the hard copies shall be boxed, marked with project number and record item No. with description, and then transmitted to General Files for their handling.	Project Managers/Bridge Task Managers
013	Project Related Correspondences (Emails) <i>(Note: If the email is considered as important project correspondence and needs to be kept for the life of agency, then the email should be printed and treated as item 012.</i>	Final project acceptance date + 3 years	Final project acceptance date + 3 years	Archive electronically in Project-wise under <u>Project Folder\ Published Submittals\Project Documents\Project Correspondence Emails</u>	Project Managers/Bridge Task Managers
014	Administrative or Other Types of Correspondences	Life of the Agency	Life of the Agency	Archive electronically in Content Manager under <u>Bridge Design Subject Files</u>	Everyone