Retention of Project Records

All project design records shall be retained by the Design Section until the construction project is cleared of all claims and lawsuits. Project design records include design/check calculations, check prints, project reports and correspondence, computer files, etc. Upon completion of the construction project, including claims and lawsuits, the As-Builts become the historical record and eliminate the need to retain project design records. Of course, designers are encouraged to save calculations for an unusual condition which could serve as a future design example.

Computer output should not be stored once the project, or a structure, is completely designed, detailed, and checked. The sheet(s) showing the input data for final runs should be stored with the calculations. Include any descriptive information that would be helpful to someone using this data several years later. (As enhancements are made to the computer programs, old input data might give different results than originally intended, or not run at all on the newer versions.) All Design/Detail/Check Computer files should be archived in a single account in each section. This will simplify access to files as personnel transfer, promote, retire, etc. Once a construction project is clear of litigation, the references to that project should be deleted from the Design Section Archive Account.

Office of Structure Construction obtains a monthly accounting of Construction Projects including litigation status. Design sections can obtain periodic updates (i.e.: quarterly or semi-annually) for purposes of purging project files.

For structures designed or checked using STRUDL, a final listing of the STRUDL input and accompanying information (i.e. general plan with global axis system used, line sketch showing joint and member numbers for the structure model) shall be forwarded to Bridge Maintenance (in 8½ × 11 size) for inclusion in the Bridge Book for possible future use. File copies with job records.

An example of an Archiving Worksheet is illustrated in Attachment A. Archiving instructions are given in the VM/CMS Users Guide in Section 1 "General" of the *Bridge Computer Manual, Volume 1*.

Floyd L. Mellon

Jerry A. McKee

RJZ:tr
Attachment

Supersedes Memo to Designers 1-6 dated February 1990