

Chapter 13. Records Retention and Project Maintenance - Contents

Chapter 13. Records Retention and Project Maintenance - Contents.....	13-i
13.1 Records Retention by the Local Government.....	13-1
13.2 Maintaining the Federal Investment	13-1
13.3 Periodic Reviews by FHWA	13-2
13.4 Maintenance and Inspection of Bridges	13-2

Chapter 13. Records Retention and Project Maintenance

13.1 Records Retention by the Local Government

For records retention refer to GDOT website “The Source,” Construction Manual, Construction General Information, Section 11.0.

State law requires records for Projects to be retained for 7 years after final payment to the Contractor. GDOT administratively retains certain records an additional 13 years.

The [Federal Highway Administration \(FHWA\)](#) requires the LG to keep Project records on Federal-Aid Projects for 3 years after final reimbursement to GDOT. This regulation includes all Contracts and utility and railroad agreements on a Project.

To meet State Law record retention requirements, the LG will keep records on all contracts, utility and railroad agreements on a Federal-Aid project for a period of 7 years after the LG receives a letter from the GDOT Office of General Accounting stating that they have made final payment of Federal funds to the LG on the final statement submitted for the Project.

When a single Contract is completed, the LG will certify to the GDOT Project Manager that all records, source documents, and the final statement or Construction Report will be properly retained by them and will maintain those records for 7 years.

When the 7-year record retention period expires, the LG will submit diaries (Contract and Inspector) and Inspector’s Pay Item Reports to the Records Management Office in the GDOT General Office (Atlanta). The GDOT General Office will transfer these records to the State Records Center for an additional 13-year retention period. If GDOT General Office determines that these records will not be submitted to the Records Management Office at the end of 7 years, these records may be destroyed.

13.2 Maintaining the Federal Investment

The LG, by accepting Federal funds, agrees to maintenance requirements of 23 USC 116 and it shall be included in the Maintenance Agreement. Federal regulations provide:

- (a) It shall be the duty of the State transportation department to maintain, or cause to be maintained, any project constructed under the provisions of this chapter or constructed under the provisions of prior Acts. The State's obligation to the United States to maintain any such project shall cease when it no longer constitutes a part of a Federal-aid system.*
- (b) In any State wherein the State transportation department is without legal authority to maintain a project constructed on the Federal-aid secondary system, or within a municipality, such highway (1) department shall enter into a formal agreement for its maintenance with the appropriate officials of the county or municipality in which such project is located.*
- (c) If at any time the Secretary shall find that any project constructed under the provisions of this chapter, or constructed under the provisions of prior Acts, is not being properly maintained, he shall call such fact to the attention of the State transportation department. If, within ninety days after receipt of such notice, such project has not been put in proper*

condition of maintenance, the Secretary shall withhold approval of further projects of all types in the State highway district, municipality, county, other political or administrative subdivision of the State, or the entire State in which such project is located, whichever the Secretary deems most appropriate, until such project shall have been put in proper condition of maintenance.

- (d) *Preventive Maintenance. - A preventive maintenance activity shall be eligible for Federal assistance under this title if the State demonstrates to the satisfaction of the Secretary that the activity is a cost-effective means of extending the useful life of a Federal-aid highway.*

13.3 Periodic Reviews by FHWA

The FHWA will conduct periodic reviews of federally funded projects administered by LGs. The GDOT Project Manager will be notified by FHWA when any maintenance related problems are found in their review. The GDOT Project Manager will contact the LG to schedule a meeting to discuss the actions that the LG will take to address the maintenance deficiencies.

13.4 Maintenance and Inspection of Bridges

The GDOT is responsible for inspection of bridges in the State of Georgia, both on and off the State Highway System. Each LG will be notified by the GDOT of all deficient bridges under their jurisdiction. The LG should utilize this deficient bridge list for their local priority of projects determinations. It is the responsibility of the jurisdiction to post load limits signs or close bridges based on the GDOT bridge inspection reports and the deficient bridge list.