

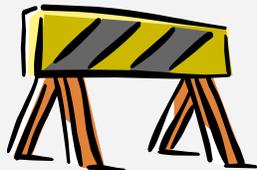
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BJO:JJG

Documentation of Inspector Daily Reports

The purpose of this construction advisory is to remind construction staff of documentation requirements related to the retention of Inspector Daily Reports (IDRs) and any revisions made to the IDR. A 2013 Federal Highway Administration (FHWA) billing review noted deficiencies with retention of IDR documentation.

The 2013 FHWA billing review discovered that in some cases original IDRs are not being retained in the project files. Construction staff is to retain all original IDRs and any revisions to the IDR. These documents must be placed in the paper or electronic project files. This requirement applies to all federal aid projects regardless of construction oversight by MDOT, consultant, or local agency.

The requirement to maintain these documents has been previously referenced for local agency projects on page 3 of *Bureau of Highway Instructional Memorandum (BOHIM) 2009-06, Region Oversight of Local Agency Construction Projects* under the heading of **Project Administration: MDOT-Let Local Agency Projects (Road/Bridge/Enhancement)**, which states in part the following:

In addition, when Inspector's Daily Reports (IDRs) are modified or changed, the original and all revisions are to be kept in the project files as a permanent part of the project records.

This information and requirement must be reinforced to all construction staff at MDOT, consultant offices and local agencies. These documents are considered source documentation and must be maintained in the project files. The documentation requirements are applicable to all federally funded projects.

The construction manual will be updated with this information.

Please share this construction advisory with local agencies and consultants within your jurisdiction, as well as TSC staff.