

Construction Advisory

CA 2008-11
July 17, 2008

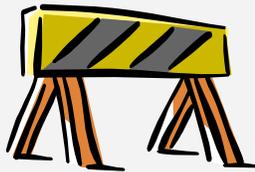
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Index: Authorizations

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Construction Advisory
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BJO:KB

Work Orders and Contract Modifications

A recent review of the Construction and Technology Division's construction files discovered an issue relating to work orders and contract modifications. It relates to the records retention schedule recently released under Bureau of Highway Instructional Memorandum (BOH IM) 2008-09, *Retention and Disposal of Construction Project Records*.

As indicated in the retention schedule, work orders and contract modifications from the project offices are only retained for seven years. These records are microfilmed as part of the Construction and Technology Division's records retention on trunkline projects. Therefore, it is important that all work orders and contract modifications be sent to the Construction and Technology Division, along with the appropriate attachments. Please note the top of the work order form for distribution information.

Send two copies of contract modifications to the Construction and Technology Division, and be sure to include the appropriate attachments. Items that do not need to be attached are item histories that are sometimes printed with the contract modifications, and actual force account documentation. Questions about what items should and should not be attached can be addressed by the Construction and Technology Records Management Coordinator at 517-322-5659.

As noted in Appendix B of BOH IM 2004-14, *Processing Contract Modifications*, the current practice is to send in two copies to the Construction Contracts Unit. The Construction and Technology Division now has an e-mailbox address in place for the electronic submittal of your file copies of contract modifications to our office. If you would like to begin e-mailing them to the Construction Contracts Unit, that option is now available to you. If original contract modifications are needed for FHWA, Ad Board or State Transportation Commission approval, the original still needs to be sent in.

To use this option, please notify the Construction Contract Unit by sending an e-mail to MDOT-ContractModifications@michigan.gov. Include the names of who is participating and from which offices in your request. Please note that everyone in your office will need to participate to avoid duplication. You will receive an acknowledgement of your email request and may then begin scanning and emailing clean copies. If the copies are not clean, clear, and easy to read you will get an email back and may need to mail them.