DATE:        April 28, 2003

TO:          Region Engineers
             Region Delivery Engineers
             TSC Managers
             Resident/Project Engineers
             Region Construction Engineers

FROM:        Larry E. Tibbits
             Chief Operations Officer
             John C. Friend
             Engineer of Delivery

SUBJECT:     Bureau of Highway Instructional Memorandum 2003-06
             Construction Projects Records Retention

Recently, the Michigan Department of History, Arts and Libraries - Records Management issued a retention and disposal schedule, which has resulted in uncertainty regarding retention of our construction project records. This instructional memorandum is to notify construction project staff to retain all construction project records at each TSC until further notice.

The Construction and Technology Support Area will be working with a team from the regions to review the records retention schedule to assure we are in compliance with the requirements of FHWA 49 CFR, Section 18.42. Once we have completed this task, we will provide you with further information about the retention and disposal of project records.