

# **CONSTRUCTION RECORDS MANUAL**

Prepared for

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

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# FORWARD

This document is to be used in conjunction with the 2014 Standard Specifications for Road and Bridge Construction.

Resident engineers, project engineers, consultants, office personnel and others associated with construction operations must keep accurate and complete records of the work and submit them promptly as required. The goal of this manual is to provide construction personnel with procedures for documentation of construction activities and pay items and to provide instructions for the operation of the Construction Automated Records System (CARS). This manual should not be interpreted to provide a legal standard of care or a strict code of conduct to be followed.

This manual will not be distributed in printed form and is not intended to be printed. Users should refer to the online version of the manual as revisions will be made frequently.

Accurate measurements and calculations of contract quantities are essential to good record keeping. Records must be accurate, complete, understandable and neatly kept.

The instructions and examples in this manual are suggested methods of record keeping under normal circumstances. The records keeping methods outlined in this manual are considered a minimum requirement. Additional records may be required to completely document contract pay items and construction activities on the project. Adjustments may have to be made on a case by case basis for situations not covered by the manual.

This manual contains some instructions that relate to the NDDOT's internal methods of operation. These instructions (purchasing equipment, vehicle expense, etc.) are not intended to govern on projects where county/city/consultant engineers perform the construction engineering. However, the county/city/consultant engineers are expected to follow the record keeping procedures described in this manual.

This manual is not a contract document. Nothing in this manual replaces, modifies or supersedes any provision of the contract documents. In the case of discrepancies between contract documents and this manual, contract documents such as the project proposal, the project plans and the North Dakota Standard Specifications for Road and Bridge Construction will govern.

The policies and procedures of this or any other manual may be changed at any time without notice to NDDOT employees or third parties including county/city/consultant engineers. Those relying on this information should satisfy themselves as to the most current version. The user agrees to accept all risks and consequences flowing from or related to the use, retention, distribution, alteration, or deletion of this information.

NDDOT will in no instance be liable for any loss of profit or other damage, including but not limited to special, incidental, consequential or other damages, even if apprised of the likelihood of such damages.

Definitions for terms used in this manual can be found in Section 101.04 of the 2014 Standard Specifications for Road & Bridge Construction. The Standard Specifications are in book form but can also be found on the DOT web page by:

1. Go to the DOT web page at <https://www.dot.nd.gov/>.
2. Click on Publications at the bottom of the page.
3. Click on the link for the Standard Specifications under the Consultant & Engineers heading.
4. The link is found under the heading for 2014 Standard Specifications Book.

The Construction Records Manual can also be found on the DOT website under the Consultant & Engineers heading on the Manuals and Publications page. The manual is in PDF format.