

 MARYLAND DEPARTMENT OF TRANSPORTATION  
**STATE HIGHWAY ADMINISTRATION**

**CONSTRUCTION DIRECTIVE 07220.100.11**

**REVISED: 5/17/2021**

**FORM NO:** N/A

**SUBJECT:** Management and Retention of Contract Documents (eMCMS)

**A. GENERAL:**

Project records are subject to review and audit, internally and externally, during the entire lifespan of a project including years after the construction is completed. Creating, reviewing, and retaining complete and accurate Contract Documents is a critical element to substantiate that the work was performed according to the Contract and all specifications that apply. Contract documents play an important role in the resolution of claims and protect the Administration from a legal standpoint.

**B. PURPOSE:**

To emphasize to all personnel the importance of maintaining up-to-date, accurate Project Records at all times. Contract Documentation includes both construction related records and supplementary construction inspection records.

**C. POLICY**

Original Source Document: The Approved IDR generated by eMCMS from user input, giving the user's firsthand experience providing a chronological history of all work done on a project, input must be clear, explanatory in nature, complete, correct, for eMCMS to generate an IDR which shall be admissible as evidence in a court of law. The user input is the foundation in which other documentation is generated by eMCMS and shall be free of opinion and state only facts.

**D. DEFINITIONS:**

Approved IDR: An Inspector Daily Report generated by eMCMS that shows when the User input was submitted and when it was approved by an Authorized Approver.

**E. PROCEDURE:**

All Project Records must be clear, concise, comprehensive, complete, and correct to be admissible as evidence in a court of law. Requirements for safe storage of all documents shall be as follows: If the project has an Engineer's Office, all hardcopy records shall be stored in an approved file cabinet. If an Engineer's Office is not assigned, the District will provide space at a SHA facility in the vicinity. This could be an Engineer's Office for another project, an SHA maintenance facility, the District Office, etc. Under no circumstances are original documents to be stored in a personal vehicle or residence. All hardcopies of contract documents shall be stored neat and orderly within District Offices.

All digital documentation shall be available via User credentials, these digital files shall be stored on the eMCMS database, which shall be managed on a MDOT server.

State and Federal procedures require that all Contract Documents, hardcopy or digital, be retained for minimum periods of time. (see Construction Directive 07220.100.12).



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Victor L. Grafton  
Deputy Director / Field Operations

**APPROVED:**



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Stephen A. Bucy, P.E.  
Director, Office of Construction