



Purpose

Communicate changes made in the Construction Contracts Information System (CCIS) and provide guidance for entering information in the date field moving forward.

Background

Prior to June 4, 2024, page 4 of the CCIS A1 screens included a date field titled Stewardship Acceptance. This field was historically used to record when final inspection reports were completed for federally funded projects and the date the Final Contract Voucher Certificate (FCVC) was signed at HQ for state funded projects.

In 2018, the Construction Monitoring Plan (an appendix to the FHWA Stewardship Agreement) was amended to require interim reporting in lieu of final inspection reports. When this change was made, the Stewardship Acceptance date in CCIS became obsolete and HQ staff began entering dates in this field to mirror the Acceptance Date (the date the FCVC was signed by HQ) for both federally and state funded projects.

As of June 4, 2024, the Stewardship Acceptance date field in CCIS was changed to the Retention Date field and will now be used to record when the retention period begins for:

- Temporary Final Records and
- Book 4 – Traffic Control Reports

Both Temporary Final Records and Traffic Control Reports have unique retention schedules and will use the date entered in the new Retention Date field to set the disposal date for these records in the ECM.

Guidance

Project Office staff will enter the date provided in letters received from the Division of Accounting and Financial Services (AFS) with the subject of Retention of Records on Federal Aid Projects for federally funded projects in the Retention Date field in CCIS. Enter the date the Federal Aid Project was submitted and approved (not the date the records must be retained until).



The final voucher for the following Federal-Aid Project has been submitted to FHWA and was approved on **March 4, 2024**. [Date entered in CCIS](#)

Federal-Aid Project: [REDACTED]

Title: [REDACTED]

Location: Grays Harbor County

Work Order(s): [REDACTED]

[Do not enter this date in CCIS](#)

Records on this Federal-Aid Project must be retained until at least ~~March 4, 2027~~.
Records should then be destroyed in accordance with the applicable Records Retention Schedule. If you have any questions, please contact Scott Gibson at 705-7503.

All Records of Retention on Federal Aid Project letters received from AFS will require entry of the Retention Date field in CCIS. **If there is a date already entered in the field, modify the screen and change the date to what is shown on the letter.**

HQ staff will enter the Retention Date for state funded contracts, no additional action is required by the project office or region staff.

Resources

- [WSDOT Records Retention Schedule](#) – Disposition Authority Number 20-10-68589
- Construction Manual – Update scheduled for October 2024
- Letter example – Retention of Records on Federal Aid Project (Attached)
- CCIS User Guide, Responsibility Matrix

Implementation Plan

Project Offices are required to enter dates in the Retention Date field when letters are received from AFS for federally funded projects.

The Construction Manual will be updated in October 2024 to include the unique retention schedule for Book 4 – Traffic Control Reports and provide updated guidance to enter dates in the Retention Date field.

Contact Information

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Date: February 10, 2023

From:
Division of Accounting and Financial Services

To:
Northwest Region Administrator

Subject: Retention of Records on Federal Aid Projects

The Federal-Aid Policy Guide (FAPG) is an official Federal Highway Administration (FHWA) directive for the administration of policies and regulations related to the FHWA's Federal-Aid Highway Program. The FAPG references Title 49, Code of Federal Regulations (CFR), Transportation, wherein section 18.42 outlines the requirements for the retention of records for federally funded transportation projects. Records must be retained for a minimum period of three years after submission of the final voucher to FHWA. Further, Section 10-3.1 of the WSDOT Construction Manual (M 41-01) defines those records considered permanent and those considered temporary.

The final voucher for the following Federal-Aid Project has been submitted to FHWA and was approved on November 3, 2020.

Federal-Aid Project: IM-NHPP-NHS 0000(284)

Title: Street SW Interchange

Location: King & Snohomish Counties

Work Order(s): XL1234

Records on this Federal-Aid Project must be retained until at least **November 3, 2023**. Records should then be destroyed in accordance with the applicable Records Retention Schedule. If you have any questions, please contact This Person at 705-XXXX.

cc: Northwest Region Sno-King Area Documentation Engineer
Northwest Region Financial Services
Work Order File
Federal Project File