

These are recommendations for files to store in the Construction Folder, and if they should be kept after project completion.

File Type	Keep After Project Completion
Compaction Tests	Yes
Concrete Strength Tests	Yes
Construction Change Order	Yes
Construction Diary	Yes
Construction Punch List	No
Construction Schedule	Yes
Construction Task Order	Yes
Construction Test and Acceptance Records	Yes
Construction Work Order	Yes
Contract Change Documents	No
Contract Change Log	Yes
Government Furnished Materials	Yes
Installation Progress Reports	No
Manufacturers Packing List	Yes
Nonconformance Report	Yes
NOTAMS	No
Notice to Proceed	No
O&M Manuals	Yes
Outage Requests	Yes
Production Schedule	No
RE Assignment Letter	No
RE Construction Checklist	No
RE Daily/Weekly Report	No
RE Designation Letter	No
RE Pre Construction Checklist	No
Receiving Report	No
Request for Information - RFI	No
Shipping Documentation	No
Submittals	Yes
Test and Acceptance Records	Yes
Training Needs Assessment	No
TSSC Work Releases	No
Warranties	Yes
Work Orders	Yes