

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

| File Type | Keep After Project Completion |
|------------------------------|-------------------------------|
| Conceptual Design | No |
| Land Survey Report | Yes |
| Legal Property Description | No |
| Memorandum of Agreement | No |
| Preliminary Site Layout Plan | No |
| Project Assignment Record | No |
| Project Authorization | No |
| Project Scope Agreement | Yes |
| RCT Checklist | No |
| Reimbursable Agreement | No |
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