AGENCY RECORDS MANAGEMENT AND PROJECT FILES

State Buildings Program does not maintain duplicate project files and/or drawings for any state agency for controlled maintenance, capital construction, capital renewal, or self-funded projects.

- With the passage of SB03-033 all state agencies are subject to the mandatory establishment of a records management program as implemented by the *Colorado State Archives – Records Management Manual Schedule 6 – Facility Management Records*. The web site address to the manual is:

  https://www.colorado.gov/pacific/archives/state_agency_records_management_manual_index

- Project files maintained by agencies should be organized and maintained to include, but not limited to, the following categories:

  - General information including names, addresses, telephone, cell, and FAX numbers of participants;

  - Project correspondence

  - Programming/planning documents

  - Financial Documents (Budget request documents sent to CCHE and OSA and Construction Project Applications (SC4.1)

  - RFQ/RFP documents

  - A/E agreement

  - A/E supplements and amendments

  - Contract drawings and specifications

  - Construction change order documents and amendments

  - Architect pay applications

  - Contractor pay applications

  - Code review and inspection reports

  - Owner supplied surveys, reports, etc.

  - project close-out documents

- All agencies and institutions are required to send copies of code compliance, SC-4.1's and supporting documentation on all general funded CC/CM projects and any cash projects over two million dollars to State Buildings Program at the completion of each project per code compliance policy, utilizing the Exhibits L1 & L2 transmittals.