



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

September 4, 2007

### CONSTRUCTION MEMORANDUM 07-20

TO: District Deputy Commissioners  
District Highway Operation Directors  
District Construction Engineers  
District Testing Engineers  
District Area Engineers  
Project Engineers/Supervisors

FROM: Mark A. Miller, Director  
Division of Construction Management

SUBJECT: Documentation of Original Field Measurements

It has come to our attention that there is a need to clarify the requirements for documentation of original field measurements, particularly as associated with Site Manager contracts.

Both Site Manager and CRA are software products used to record and maintain construction records. Neither product is intended as a replacement for original field measurements.

Section 28 of the General Instruction to Field Employees (GIFE) states:

“The use of electronic data collection systems to record field notes is encouraged and acceptable. In the near future these systems will become more common place. For now, field books are the standard method of recording original field survey notes. For other field measurements, field books are not required but desirable.”

The GIFE then goes on to list those items that should be recorded in a field book. On page 28-3, paragraph (g) states:

“In general any field measurements made should be recorded in a field book.”

The Department has determined that the following procedures are to be followed for documenting original field measurements for both CRA and Site Manager contracts.

1. Original field measurements for payment should be recorded in the field at the time of measurement in a format that is suitable for inclusion as a permanent part of the Final

Construction Record (FCR). The standard format is a hard bound field book as described in Section 28 of the GIFE. Standard Department forms, such as the IC-225 Pile Driving Record, should be utilized as appropriate to record field measurements for specific items. Other acceptable formats are the use of full size 8 1/2 x 11 ruled or graph paper that can be punched and placed in a binder for inclusion with the FCR.

2. Entries should be keyed into Site Manager or CRA software directly from the original field measurements. The field notes should then be filed for inclusion in the FCR.
3. When pay quantities are estimated during the contract prior to final field measurement, the use of Inspector's Dailies or other documentation that will not be part of the FCR is acceptable for making computer entries. As items of work are completed and final field measurements are made and documented as described above, the estimated pay quantity for an item should be adjusted in the software program as needed to the final pay quantity. A note in the remarks section of the software should be made to describe why an adjustment is being made.
4. Original field measurement documents are to be included with the submittal of the FCR. Documents should be organized and numbered in accordance with the Construction Record Guide and any subsequent directives from the District or Central Office Final Records sections.
5. For Site Manager contracts, original field note documents may be scanned and attached within the Site Manager software. When this procedure is followed, the original field notes are not required to be submitted with the FCR. The original notes should be retained with the PE/S's files until notice is received that the contract is closed and that all remaining documentation may be destroyed.

The procedures outlined above are to be implemented immediately on all active and future contracts. These procedures are intended to compliment the GIFE and the Construction Record Guide, not to replace them.

The Department will make efforts in the near future to implement new technologies and procedures to reduce and automate the gathering of field measurements and compilation of the FCR. Until that time it is important that the current procedures be followed to provide the audit trail necessary for the expenditures of construction dollars.

Questions concerning documentation of original field measurements should be addressed to the District Final Records Officer. District questions should be addressed to the Division of Construction Management.

MAM:rlh