



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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September 8, 2014

CONSTRUCTION MEMORANDUM 14-11

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Testing Engineers
District LPA Coordinators
District Area Engineers
District Review Officers
Project Engineers/Supervisors
Office of Materials Management
Field Engineers

FROM: Mark A. Miller, Director *Mark Miller*
Division of Construction Management and District Support

SUBJECT: Updated Final Construction Record Documents and Weigh Ticket Policy Change

The purpose of this memorandum is to notify all field personnel of the revisions to the below listed final construction record documents and the change in weigh ticket policy.

Final Record Documents

Please instruct your staff to begin using the updated final construction record documents found on the INDOT website under Standards and Specifications. Going forward, District Review Officers shall not accept modified or outdated construction record documents. Only updated final construction records will be accepted. For active contracts that currently have these records completed but have not been submitted for review, the modified or outdated documents will be accepted if the record is dated prior to the issuing of this memorandum.

In summary, the following certification, record, letters, and releases have been updated and converted to a Microsoft Office editable document.

1. Certification for Category 1 and 2 Temporary Traffic Control Devices
2. Property Release (IC-149)
3. Railroad Release Letter
4. Railroad 15 Day Expiration Letter
5. Release from Signing Responsibility (IC-686)
6. Salvage Construction Material Record (IC-625)

Weigh Ticket Policy

As you may or may not know, the current weigh ticket policy consists of receiving, organizing, totaling, red checking, green checking, and bundling tickets and ticket tapes. Going forward, it has been determined that a double check is no longer necessary and one check alone is sufficient. Therefore, either a red check performed by field personnel or a green check performed by District Review Officer is needed per ticket tape, but not both. Choosing which check will be performed for each district is at the discretion of the District Construction Director. However, Construction Management does suggest to the Districts that the red check is favorable to expedite the district final review process. For more information concerning the weigh ticket procedures, please refer to the Final Construction Record Guide for PE/S, available on the INDOT website under Standards and Specifications.

Any questions regarding the updated final construction record forms and weigh ticket policy change should be directed to the Division of Construction Management.

MAM/ddh