

**Forest Service Handbook
National Headquarters - Washington Office
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**Forest Service Handbook 7709.57 – Road Construction Handbook
Chapter 7 - Records and Reports**

Amendment: 7709.57-1992-1

Effective date: September 4, 1992

Duration: This amendment is effective until superseded or removed.

Superseded Directive: Entire Handbook issued September 1986; Title Page; 0--1 thru 7.3

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

This amendment is a reissuance of FSH 7709.57 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This amendment makes no substantive changes to the text. The only changes made are those necessary to meet new format requirements or to correct spelling, punctuation, or unit names.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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7.1 - Final Construction Report

FSM 7720 lists the criteria for determining when a final construction report is required. Submit the report to the Forest Engineer after project completion, following the outline below:

1. Project name and number, Forest, Region, year of completion, and author of report.
2. Location, length, design standards, topography, soils encountered, and purpose of the project.
3. The effects of new design concepts on construction operations.
4. New or unique construction techniques used by the contractor to accomplish the work.
5. Unusual difficulty encountered in administering the project.
6. Reasons why final costs varied by more than 10 percent of the contract amount.
7. Recommendations and suggestions concerning maintenance work, improvement of design, drawings, specifications, and inspection.

Be sure the report is concise, contains all pertinent information, but avoids unessential detail.

7.2 - Historical Investment Record

Upon completion of road construction or reconstruction projects, update the Transportation Information System (TIS) records.

7.3 - Engineer's File

File all documents pertaining to the contract such as diaries, work orders, changes, correspondence, material certificates, compliance test results, notices, quantity records, payment records, as-built drawings, and a copy of the contract package in one file. Organize the file in a logical format before construction begins; maintain it in a complete and orderly fashion throughout construction.

When the project is complete, forward the file to the Contracting Officer, who maintains the official Government contract file. See FSH 6309.11 for public works contracts, and FSH 2409.15 for timber sale contracts.