MEMORANDUM

TO: The Managers of each of the groups/sections as follows:
ADOT State Engineer's Office, Bridge Group, Central Maintenance, Construction/Materials
Group, Contracts and Specifications, District Offices, Engineering Consultants Section,
Engineering Records, Engineering Survey Section, Environmental/Planning Group, Joint Project
Administration, Local Public Agency Section, Pavement Management, Phoenix Maintenance,
Procurement Group, Project Resource Office, Right of Way Group, Roadway Engineering Group,
Statewide Project Management Group, Traffic Group, Traffic Records Section,
Traffic Technology Group, Urban Project Management, Utilities and Railroad Engineering

FROM: Project Resource Office

DATE: April 7, 2015

RE: Replacement of the terms “as built drawing” and/or “as build drawing” with the updated
term “record drawings.”

Purpose: As a measure intended to prevent possible liability issues and legal action, ADOT’s engineering
staff, surveyors and consultants are to discontinue the use of the terms “as built drawing” and/or “as
build drawing” where used within existing and current manuals, plan sheets, contracts and policy and
procedure documents. The measure will take effect April 7, 2015.

Action: The terms “as built drawing” and/or “as build drawing” have historically been used to document
improvements constructed in the field. Staff shall now begin to use the term “record drawing” when
documenting the recorded improvements constructed in the field. Currently what is provided is “record
drawing” not “as builds.” ADOT documentation will need to be changed to reflect the new terminology.
Arizona Revised Statute ARS 32-152 will not change, and can be referenced as appropriate.

The following ADOT documents should be updated by the technical owner, and are not limited to
manuals, plan sheets, and policy and procedure documents:
- Project Development Process Manual
- ITD Policies and Procedures
- Engineering Consulting Services (ECS) - Contracts and ECS Rules

The following associations will be notified by the Project Resource Office of the term change:
- Arizona State Board of Technical Registration
- The American Council of Engineering Companies of Arizona

If you have further questions or concerns, please contact Joe Rodriguez, Transportation Engineering
Specialist, at jrodriguez@azdot.gov or call 602-712-8016.