

## 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."

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**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](mailto:jrodriguez@azdot.gov) or call 602-712-8016.