



GEORGE C. WALLACE
GOVERNOR

STATE OF ALABAMA HIGHWAY DEPARTMENT

MONTGOMERY, ALABAMA 36130

June 22, 1983

RAY D. BASS
HIGHWAY DIRECTOR

CONSTRUCTION INFORMATION MEMORANDUM NO. 7-83

TO: All Division Engineers

FROM: William J. Hartzog *Wm. J. Hartzog DMK*

RE: Procedure for the Transmittal of Design and Control Data
to the Contractor

This memorandum will supercede Construction Information Memorandum No. 15-81.

In the future a letter of transmittal must be written with each submittal of Design and Control Data being furnished to the contractor. This transmittal letter will document the date design and control data are furnished and should outline the type design and control data furnished. The transmittal letter should contain a "Received by" blank at the bottom to be signed by the representative of the contractor receiving the data.

An exact copy of the data that is transmitted to the contractor should be retained in the project file. Examples of an exact copy would be by xerox or print of plan sheets, etc. Copies derived by manual hand copying would not be considered exact.

It is our opinion that this procedure will properly document our efforts in furnishing design data if questions arise that the design data was not furnished in a timely manner.

DMK/mh

cc: FHWA
File