



Illinois Department of Transportation

Memorandum

To: Studies & Plans Squads PPM 10-01
From: C. D. Latham Revised: Tim Brandenburg
Subject: Plan Storage and Disposition
Date: April 5, 1990 Revision Date December 4, 2006

PLAN PREPARATION MEMORANDUM 10-01

BACKGROUND & PROCEDURE

The Studies & Plans Squad Leader is responsible to furnish from attendance at the Preconstruction Conference one set of quarter ($\frac{1}{4}$) size plans to the Office Coordinator to file in the "Quarter Size Plan File", or one set of proposal size plans to be included with the Section file. If available, full size plans should be given to the Resident Engineer for their use.

When you feel the $\frac{1}{4}$ size plans are no longer needed for inspection, generally after the Construction Final Inspection, the Studies & Plans Squad Leader shall notify the Office Coordinator to remove the plans for disposal or return them to the Studies & Plans Squad Leader if so requested.

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