



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York

Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP.....: 01 -008G

CATEGORY..: RECORD KEEPING
Subcategory : PROJECT RECORDS

SUBJECT: STANDARD RECORD KEEPING

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REPORTS

APPROVED:


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The latest version of the Infrastructure Standard Record Keeping Instructions and Forms have been issued in booklet form which is currently available through the Construction Support Unit. These instructions and forms are to be utilized on every Infrastructure/Construction project. Copies of the forms with preprinted project information can currently be obtained from your Borough Office, however, soon the forms and instructions will be available on the Intranet.