STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION
Division of Infrastructure
Bureau of Construction

SCOP…….. : 08- 008G

CATEGORY.. : CONSTRUCTION
Subcategory : CONSTRUCTION

Keywords ……. : Project Records

SUBJECT: WTC PROJECT RECORDS RETENTION REQUIREMENT

Supersedes……. : N/A
Supplements….. : N/A
Sheet……..... : 1 of 1

APPROVED: ORIGINAL SIGNED BY
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The City Law Department has mandated that All WTC Infrastructure project records must be preserved and retained to perpetuity. These project records must be properly labeled and retained in accordance to the procedures outlined below.

The complete project documents including but not limited to emails, project files, spreadsheets, paper files, loose media and electronic files (i.e.,floopy disks, CD's, DVD's, hard drives, servers, and other electronic medias), must all be retained and adequately stored.

It is imperative that all related files contained on the project's computer hard drive be copied on durable electronic media and filed with the rest of the project records.

In all cases, the project record must be properly labeled with registration number, project id, project name and detailed description of the record contents, stored in a searchable format, in accordance with DDC archiving procedures. This procedure applies to the entire Infrastructure Division.