

**PROCEDURE ON "AS BUILTS"
FOR LOCAL AGENCY PS&E BRIDGES AND STRUCTURES**

A. State Advertised Projects

The procedure is basically the same as for a State PS&E project (Attachment 1), except as follows:

1. The complete set of plans, including road and bridge plans, are received from the Local Agency by Structure Local Assistance.
2. The plans are processed similar to a State PS&E project, except that the road and bridge plans are kept intact as a set.
3. When the "As Built" prints are received from OSC, and the tracings retrieved from the Documents Unit, Structure Local Assistance will enlist a Design Section to transfer the changes to the originals.
4. The Design Section will return the prints and tracings to Local Assistance.
5. Local Assistance will forward the tracings to the Documents Unit for microfilming. An extra set of aperture cards may be made for the Local Agency if they so desire.
6. Local Assistance will retain the "As Built" prints until the Documents Unit notifies them that the aperture cards have been made.
7. Local Assistance will then forward the "As Built" prints to OSM for their use and disposal.

B. Local Advertised Projects

The procedure is as follows:

1. Structure Local Assistance will receive the contract plans, with the as-built changes already made, from the Local Agency. The plans could be the originals, or prints of such quality that suitable microfilms can be made.
2. The plans are forwarded to the Documents Unit for microfilming.
3. The Documents Unit will file the "As Built" aperture cards and return the originals to Local Assistance. Local Assistance will return the originals to the Local Agency, unless instructed otherwise, and route a set of plans to OSM for their use and disposal.