Documents at Site – Guidelines

It has been observed that huge amount of documents are retained by the CM (and other related teams) at site leading to requirement for significant storage space. It is also observed that a majority of these documents are also maintained by other departments of the company and hence, there is no requirement for maintaining additional copies at site. These guidelines are intended to minimize the amount of documents stored at site during and more important, after completion of construction.

Document	**To be disposed by site – when**	**Original to be maintained by**
RA & Final bills	After final bill is approved. Disposal can be done once every quarter for those contracts wherein final bill has been approved (scrap dealer).	Accounts
VFC Drawings	Can be disposed immediately after 100% completion of the concerned building / plant (shredded).	Design (in soft copy, 'As Built set') (Resp: Architecture Lead)
Pour Cards	Hand over to Documentation in quarter following completion of all RCC works of the concerned building/plant.	Documentation to scan and maintain soft copy. Hard copy to be disposed off (scrap dealer).
IOMs	Can be disposed immediately after 100% completion of the concerned building / plant (scrap dealer).	NA
Original Work Orders for orders given from CM Discretionary Budget*	Hand over to Documentation after 100% completion of the concerned building / plant.	Documentation to scan and maintain soft copy (with appropriate backup). Hard copy to be disposed off (scrap dealer).
Original Work Orders for all other contracts and materials	NA (are kept with Procurement). After completion of Site (all plants) to be handed over to Documentation by Procurement.	Documentation to scan and maintain soft copy (with appropriate backup). Hard copy to be disposed off (scrap dealer).

* Currently 1% of CM budget.

All other documents are also to be disposed off on building/plant completion, unless PD/PMH feels that they have a meaningful reason to be retained. If they are to be retained, the same shall be retained with Documentation (preferably in scanned form, not hard copy).

Any exceptions to these guidelines shall be with approval of PD/PMH concerned.