

CHECKLIST FOR PROJECT DOCUMENTATION – DOCUMENTS TO BE RETAINED BY LOCAL

The project file shall, in the order listed below, include (where applicable) copies of the following

Date	
	Right of Way Plat
	Public Involvement notes/attendance record
	Project Scoping Spreadsheet
	Project Cost Allocation
	Start Up Meeting Notes
	Encroachment Report
	Consultant Contracts
	Project Team Assignments
	Relocation Plan, if applicable
	DSR Approval Letter
	Sales Study (approved)
	Nominal Payment Parcel Report (approved)
	State Municipal Agreement, if applicable
	Memorandum of Understanding
	Project Level Diaries
	Project Level Correspondence
	Estimates
	Invoices (Raze & Remove, Special Studies such as circuitry of travel, etc.)
	Proposals
	Right of Way Certification

All above listed documents should be uploaded into READS project log. However, the official documentation should remain with the LPA per its record keeping practices.

PARCEL FILE CHECKLIST

****W-9s, partial release requests, bank information or personal financial information must NOT be in READS, but retained in Regional paper file location***

Nominal	Appraisal	
		Title Search & all updates
		Staking Photos
		Design Overlays
		Ownership Information Record
		Copy of Introduction (Brochure) Letter
		Signed Nominal Waiver of Appraisal or Donation Waiver of Appraisal
		Appraisal
		Appraisal Review
		Offering Price Report (Approved)
		Initiation of Negotiation Letter
		Checklist of Required Items Provided to Owner
		Alternate Offers
		Owner's Appraisal
		Owner's Appraisal Invoice
		Executed Purchase Agreement
		Admin Revision for all increased offers
		Property Improvement/Remnant Report (copy to Property Management)
		Closing Statement
		Tax proration (all fee acquisitions)
		Executed Conveyance
		*Partial Release or Satisfaction of Mortgage
		Executed Quit Claim Deeds for Other parties of Interest
		*IRS 1099 screen in READS completed
		Signed JO (if condemned)
		Recorded Lis Pendens (if condemned)
		Recorded Award of Damages (if condemned)
		Negotiation Diary (check that info is in there)
		Statement to Construction Engineer (also saved to regional BOX folder)
		Payment Details
		Transfer Return
		Simplifile Receipts
		Recorded Conveyance
		6-month or 2-year conveyance letter
		*W-9 Request
		All READS screens filled in
		All Correspondence
		All certified receipts (identify what they are for)
		All Other Records per Record Retention Policy

All above listed documents should be uploaded into READS parcel log. However, the official documentation should remain with the LPA per its record keeping practices.

