



# BRIDGE FILE DOCUMENTATION

Wisconsin Department of Transportation  
DT1729 05/2024

Documents in the Bridge File	Bridge File Component Location				Bridge Inspection Program County:
	HSIS	Bridge Owner		Other Location	Comments/Location Information
		File Folder	Electronic		
Inspection and inventory records dated on or after April 1, 2016 ①	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection and inventory records dated prior to April 1, 2016 ①	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large volume inspection reports prior to 2010 ①	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection Plans ②	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Inspections Procedures and Equipment ②	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inventory and Evaluation Data (SI&A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Load Rating Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posting Requirements and Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Findings and Actions Taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waterway Information (channel cross-sections/stream profiles, soundings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic/Hydrology calculations and information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scour Assessment/Evaluation/Vulnerability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scour Plan of Action (POA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance and Repair History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paint History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correspondence related to inspection, maintenance, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structure Design Plans (where available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Structure Design Calculations (where available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction As-Builts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Photos - view of top, elevation, typical span, posting, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities and Ancillary Attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operation & Maintenance Manual - moveable bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance Logs - moveable bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
① Includes Routine, Underwater, NSTM, Moveable, Special, and Damage inspections.					
② Inspection procedures required for NSTM, UW, and Moveable inspections.					

<p><b>Instructions for Inspection Program Manager completing the Bridge File Documentation form</b></p>
<p>1. Review the bridge records maintained by the bridge inspection program office - paper and electronic.</p>
<p>2. Check the appropriate box or boxes for the location of the bridge file components the office maintains. This is the typical location of the components in general for the inspection program. For example, for as-built plans, if the office only has a few of the plans stored electronically on a local computer or server and with a majority stored in HSIS, check the box for <i>Bridge Owner-Electronic</i> and <i>HSIS</i>.</p>
<p>3. Include any additional comments related to location or description of file components that would help bridge inspectors and managers locate bridge file documents.</p>
<p>4. Use the blank lines at the bottom of the form to write in other file documents maintained by the program office.</p>
<p>5. Return completed form to the region program manager or the inspection quality assurance engineer for storage in HSIS.</p>
<p><b>Bridge File Documentation:</b> This record is used to document the location of items which make up the official bridge file.</p>
<p><b>Official Bridge File:</b> Records and documents of a wide range of information applicable to the bridge's design, load rating, inspection, maintenance, rehabilitation, correspondence, and other pertinent information.</p>
<p><b>Bridge Inspection Program:</b> Enter the name of the region or local bridge inspection program.</p>



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	HSIS	Bridge Owner		Other Location	Comments/Location Information
		File Folder	Electronic		
Inspection and inventory records dated on or after April 1, 2016 ①	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection and inventory records dated prior to April 1, 2016 ①	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Records in HSIS are not the official signed copy.
Large volume inspection reports prior to 2010 ①	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Inspection Plans ②	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working copies are generally located in bridge owners records.
Special Inspections Procedures and Equipment ②	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working copies are generally located in bridge owners records.
Inventory and Evaluation Data (SI&A)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Load Rating Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Posting Requirements and Calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Findings and Actions Taken	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waterway Information (channel cross-sections/stream profiles, soundings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Historical results are typically located in the bridge owners office.
Hydraulic/Hydrology calculations and information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H&H info for bridge constructed after 1995 are located in HSIS.
Scour Assessment/Evaluation/Vulnerability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scour assessment for many bridges built before 1995 are in bridge owners office.
Scour Plan of Action (POA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working copies are generally located in bridge owners office.
Maintenance and Repair History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of work completed is in HSIS. Detailed information is in bridge owner records.
Paint History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Correspondence related to inspection, maintenance, and condition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Structure Design Plans (where available)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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Structure Design Calculations (where available)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Construction As-Builts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Region or local offices - subject to file retention policies.
Agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Photos - view of top, elevation, typical span, posting, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Utilities and Ancillary Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operation & Maintenance Manual - moveable bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bridge house control room (tenders office)
Maintenance Logs - moveable bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bridge house control room (tenders office)
① Includes Routine, Underwater, NSTM, Moveable, Special, and Damage inspections.					
② Inspection procedures required for NSTM, UW, and Moveable inspections.					

<p><b>Instructions for Inspection Program Manager completing the Bridge File Documentation form</b></p> <p>1. Review the bridge records maintained by the bridge inspection program office - paper and electronic.</p> <p>2. Check the appropriate box or boxes for the location of the bridge file components the office maintains. This is the typical location of the components in general for the inspection program. For example, for as-built plans, if the office only has a few of the plans stored electronically on a local computer or server and with a majority stored in HSIS, check the box for <i>Bridge Owner-Electronic</i> and <i>HSIS</i>.</p> <p>3. Include any additional comments related to location or description of file components that would help bridge inspectors and managers locate bridge file documents.</p> <p>4. Use the blank lines at the bottom of the form to write in other file documents maintained by the program office.</p> <p>5. Return completed form to the region program manager or the inspection quality assurance engineer for storage in HSIS.</p> <p><b>Bridge File Documentation:</b> This record is used to document the location of items which make up the official bridge file.</p> <p><b>Official Bridge File:</b> Records and documents of a wide range of information applicable to the bridge's design, load rating, inspection, maintenance, rehabilitation, correspondence, and other pertinent information.</p> <p><b>Bridge Inspection Program:</b> Enter the name of the region or local bridge inspection program.</p>
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