

## CLOSE-OUT

Close-Out refers to the process of obtaining a final inspection of the project from NCDOT, performing a final acceptance, submittal and reimbursement of final pay request, and the start of the records retention period.

**POLICY:** All Locally-Administered Projects must follow a standard close-out procedure that results in issuance of Final Voucher by FHWA, which starts the period of records retention.

### PROCEDURE

#### Final Acceptance

- LGA shall schedule a final inspection with the appropriate Division staff. The Division should note any corrections to be made in writing.
- LGA shall work with the contractor to ensure all corrections are made.
- LGA shall request concurrence from the Division, before proceeding with final acceptance.
- Once Division concurs, LGA issues a Final Acceptance Letter to the contractor.

#### Final Reimbursement Request

LGA submits final reimbursement request to the Project Manager. Final request should include copy of Final Acceptance Letter to Contractor and all required information, in accordance with the reimbursement section.

#### Final Voucher Date

After reimbursement request has been processed and all paperwork accepted, FHWA will issue a Final Voucher. The Division will provide the Final Voucher Date to the LGA as the start of the required three (3) year Records Retention period.

**NOTE:** The entire Close-Out process will take at least 60 days, and may be longer depending on the complexity of the project.

### RECORDS RETENTION

The FHWA and State of North Carolina requires that records relevant to the project should be maintained for three (3) years after final voucher is issued.

All records shall be maintained by the Local Government Agency, not the contractor or the Professional Engineering Firm that provided construction administration.

FHWA and/or the State can audit a completed project at any time during the records retention period.

**RESOURCES:**

- Final Acceptance Letter – there is no specified format, but it should be on LGA letterhead and clearly indicate that the project has been accepted by the LGA.
- *NCDOT Construction Manual*
- <https://connect.ncdot.gov/projects/construction/Pages/default.aspx>
- NC Department of Cultural Resources – Retention and Disposition Schedules: [www.records.ncdcr.gov/local/default.htm](http://www.records.ncdcr.gov/local/default.htm)