Letter of Records Accountability

The Local Governing Agency (LGA) is responsible for the accountability and retention of all associated project records to include material received reports, material test reports, material certifications, contractor technicians’ certifications (if applicable), private testing laboratory accreditations, material sampling and testing technician certifications and material test reports along with any audit documentation which has occurred during the life of the project.

A Material Certification Package was completed by representatives from the Local Governing Agency and *(Enter Firm Conducting Certification)* in accordance with FHWA guidelines and NCDOT specifications. All materials, technicians, samples, results, and their associated certifications were reviewed and discrepancies documented (see attached if applicable). The table below details the project which was audited:

|  |  |
| --- | --- |
| Date Completed |  |
| TIP No. |  |
| WBS No. |  |
| Federal Aid No. |  |
| County |  |
| Project Description: |

It is the responsibility of the LGA to retain all records and documentation associated with this project until a “Letter of Retention” is received from NCDOT Materials and Tests Unit. All records and documentation may be subject to additional audits if requested by FHWA or NCDOT. Records will be stored at the following location:

LGA Department/Unit:

LGA Department Contact & Number:

LGA Storage Location:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Agency Representative (signature) Date

Firm Representative (signature) Date