

Record Document Requirements

The record document requirements are part of the contract and are in the Performance and Document Requirements.

6.1.17.2. Record Documents — the Architect/Engineer will furnish the Owner with:

- Final as-built Record Drawings that have incorporated changes made during the construction process and which reflect the as-built conditions of the Project.
- Project Manuals (Specifications) including any addendums.

All items will be provided not more than thirty (30) calendar days after the date of Final Acceptance. Final payment cannot be made until record documents have been received.

ARCHITECT/ENGINEER SHALL PROVIDE THE RECORD DOCUMENTS IN DIGITAL FORMAT AS FOLLOWS:

- Record Drawings in AutoCAD DWG format utilizing AutoCAD's eTransmit function.
- Revit BIM model (if drawings were created in Revit) utilizing Revit's eTransmit function.
- Full set of final as-built Record Drawings in PDF format
- Project Manuals (Specifications) in PDF format including any addendums.

The eTransmit function is available in both Revit and AutoCAD. It ensures that all xrefs are included with the drawings.

Send the record documents to Steve Faherty sfaherty@mt.gov. Please zip the files into one file. The file can be emailed if the zip file is 15MB or less. Also send the zip file to the agency.

If the files are larger than 15MB, send them via any file sharing program. You can also use the state FTP service: <https://transfer.mt.gov/>. You will need to create an account to use the system.

If you need additional information or assistance, contact [Steve Faherty](#) 406-422-2080