

Record Document Requirements

The Architect/Engineer must provide the Owner with the following within **30 calendar days of Final Acceptance**:

- **Final As-Built Record Drawings** reflecting all changes made during construction.
- **Project Manuals (Specifications)**, including any addendums.

Final payment will not be issued until all record documents are received.

DIGITAL FORMAT REQUIREMENTS

- Full set of final as-built Record Drawings in PDF format
- Project Manuals (Specifications) in PDF format including any addendums.
- 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.

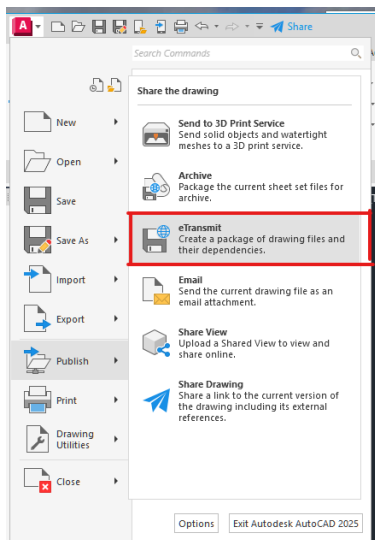
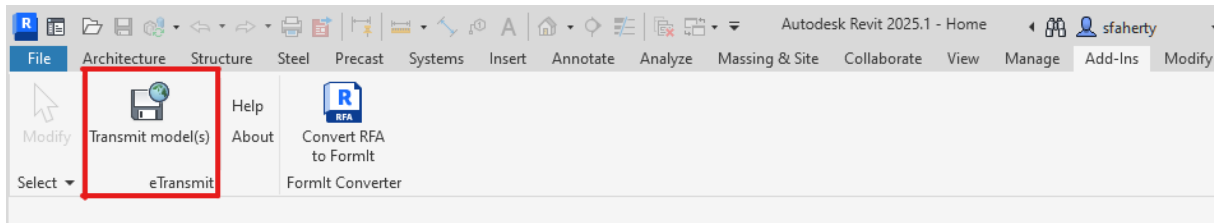
Send the record documents to:

- Steve Faherty sfaherty@mt.gov.
- Agency contact on the project. Note that in addition to the record documents, Operation & Maintenance (O&M) documents should be sent to the Agency.

Please zip the files into one file and send them via any file sharing program. You can also use the state FTP service: <https://transfer.mt.gov/>.

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

The eTransmit function is available in both Revit and AutoCAD. It ensures that all xrefs (AutoCAD) or attached models or other drawings (Revit) are included.



In Revit, eTransmit is located under the Add-ins tab

In AutoCAD, eTransmit is located under Publish, or you can type it in the command window.

