

# Supporting Documentation Filing Guide

## Quick Reference for Record Organization

### Documentation Requirements by Category

Category	Documents Needed	When to File	Format
Payroll Records	Certified payrolls, wage decisions, interviews	Weekly during construction	Paper or electronic
Procurement Files	Solicitation, bids, evaluation, contract	At time of procurement	Paper originals
Financial Records	Invoices, receipts, bank statements, ledgers	As incurred	Electronic preferred
Compliance Docs	NEPA clearances, permits, certifications	Before construction	Paper originals
Correspondence	Official letters, emails, meeting notes	Ongoing	Both (originals + scans)
Progress Reports	Status updates, photos, milestone tracking	As submitted	Electronic copies
Change Orders	Approved modifications, cost adjustments	As approved	Paper originals
Closeout Records	Final reports, audits, certifications	At closeout	Paper and electronic

### Electronic vs. Paper Records

Electronic copies are acceptable for most records. Keep paper originals for: signed contracts, certified documents, official correspondence with signatures, and any document where authenticity may be questioned.

### Backup Requirements

Maintain at least two copies of all electronic records in separate locations. Cloud backup is recommended in addition to local storage.

