



## Administrative Policy

Title: Document Control Policies				
Administered By: Public Works				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
09100.503	UNKNOWN (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: UNKNOWN  
Revised: N/A

## PUBLIC WORKS DEPARTMENT

# DOCUMENT CONTROL POLICIES

1. Research will be done at the Public Works Public Counter; thereafter Document Control counter staff will accommodate a request for a particular plan/map by its appropriate number. The microfiche files are also available for research purposes at the Document Control Counter.
2. Only improvement and grading plans can be checked out. Original record maps will not be checked out. (Depending on the quality of the record map, copies of portions, up to 11" x 17" can be reproduced on the copy machine.) The County of Riverside has all maps on file and they are available through that agency. Topo maps are the property of Riverside County Flood Control District and are not for public use.
3. Older plans, presently in the archives, will not be retrieved and copied since they are already on microfilm and can be reproduced from the microfilm file copy. (EXCEPTION: If the microfiche is of a poor quality and a clear reproduction is not possible.)
4. A limit of 10 sheets will be run by the Public Works Clerk. Any amount in excess of 10 will be done by a bonded blueprint company, selected and paid for by the customer. **THE BLUEPRINT COMPANY SHALL RETURN THE ORIGINALS WITHIN 2 DAYS TO THE CITY (PUBLIC WORKS CLERK), NEVER TO THE CUSTOMER.**
5. Land Development, Special Projects, Capital Improvements and/or Traffic staff will release originals for revisions and Inspection staff will release plans for 'as-builts'. Originals will not be released without an Original Document Release form from the project engineer/inspector.
6. 'As-builts' are to be delineated on the original Mylar. Sepia Mylars are not acceptable to replace originals. 'As-builts' are to include a block which includes the RCE's signature and RCE stamp. See example of correct format for 'as-built' block with stamp attached to Release Form from Inspection. (For more details on procedures for revisions and 'as-builts' please see "Map and Plans Procedure Manual" available at the public counter.)
7. Document Control Receipt is to be returned with original plan(s) to maintain proper tracking of documents.
8. 24-hour advance notice will be required for all requests.
9. CHARGES:      Bluelines..... \$2.00/sheet  
                  Copies ..... \$2.00/first copy + \$0.10/each additional sheet

## AS BUILT PROCEDURES AND CONTENT

## 1. PROCEDURE:

- Step 1. Public Works Inspection will submit one set of bluelines with as-built changes indicated in red, along with a completed Release Form, to Document Control.
- Step 2. The set of bluelines and original Mylars may be checked out at the Document Control Counter.
- Step 3. The Engineer of Record is to reflect all 'as-builts' revisions, including one shown on the City's marked blueprints. Revisions to be performed on the City's original Mylar.
- Step 4. The Engineer of Record is to sign all sheets of the original Mylars per City of Corona sample and return the Mylars, along with one set of prints with all revisions highlighted and the City's marked bluelines to the Document Control Counter.
- Step 5. Document Control will then forward the signed as-built Mylars and all prints to Public Works Inspection for review.
- Step 6. If signed as-built Mylars are complete and correct, Public Works Inspection will return them to Document Control for storage. Bluelines may be discarded.
- Step 7. If not correct, Public Works Inspection will return the Mylars and bluelines to Document Control and Steps 5, 6 and 7 are repeated.

## 2. SAMPLE OF ITEMS TO BE INCLUDED ON AS-BUILTS

- a. Field revisions done in concurrence by the City's Inspector.
- b. Sewer laterals shall be shown on the plan view with a distance indicated from the closest property line.
- c. Structural street sections listed with limits indicated for each change.
- d. Location of street lights, conduits, pull boxes and power sources.

## REVISIONS OF APPROVED PLANS

### PROCEDURE:

- Step 1. Submit one set of bluelines with requested revisions marked in green to Engineering for processing and approval.
- Step 2. Engineering will forward a completed Document Release Form, along with marked bluelines to the Document Control Counter.
- Step 3. The set of bluelines and original Mylars may be checked out at the Document Control Counter.
- Step 4. The Engineer of Record is to perform the revisions on the Mylars and return the bluelines and Mylars to the City.
- Step 5. The City Engineer will approve the revisions by initialing the Mylars and forward to Document Control.

- Step 6. The Engineer of Record will then recheck out the revision Mylars and run the necessary number of copies.
- Step 7. The revised Mylars and three (3) sets of prints will be returned to Document Control.
- Step 8. Engineering will forward two sets of the revised plans to Public Works Inspection and return.

**WHO MAY CHECK OUT MYLARS FOR AS-BUILTS OR REVISIONS:**

- 1. City staff
- 2. Owner
- 3. Engineer of Record or his representative
- 4. Bonded blueprint company