

ROW Records, Reports and Closing Projects

Manual Notices Archive

Manual Notice 2018-1

From: Gus Cannon, SR/WA, Right of Way Division Director

Manual: Right of Way Manual Vol. 8 - Records, Reports and Closing Projects

Effective Date: March 20, 2018

Purpose

To update information on Records, Reports, and Closing of Projects.

Changes

Chapter 1, Section 1 - [Records](#):

- ◆ Updated information about the Records Retention Schedule.

Chapter 1, Section 2 - [Final Closing of Projects](#):

- ◆ Added verification that demolition invoices are paid prior to submitting request to close a project.
- ◆ Added verification that LPA participation deposit and expenditures have been reconciled prior to submitting request to close a project, and collection of debt begins if receivable is due.
- ◆ Clarified that parcels having approved values that are not to be acquired, should have a parcel status of “clear for construction” in ROWIS.
- ◆ Eliminated requirement to submit ROW-N-9 Final Disposition of Improvements, and added requirement to submit Closeout Request.
- ◆ Removed references to Region staff throughout the section.

Chapter 1, Section 3 - [ROW Record Requirements](#):

- ◆ Removed requirement that the cost records show amounts received from the sale of improvements
- ◆ Added option of maintaining a project journal
- ◆ Added requirement to maintain files and records for joint bid utilities being handled in the construction contract
- ◆ Eliminated requirement to submit ROW-N-9 Final Disposition of Improvements, and added requirement to submit Closeout Request.
- ◆ Removed references to Region staff throughout the section.

Contact

Rose Wheeler, Contracts and Finance Director, 512.416.2867.

Archives

Past manual notices are available in a [pdf archive](#).

Manual Notice 2010-1

From: John P. Campbell, P.E., Right of Way Division Director

Manual: Right of Way Manual Vol. 8 - Records, Reports and Closing Projects

Effective Date: December 01, 2010

Purpose

To update information on Records, Reports, and Closing of Projects. To eliminate references to District right of way sections, and replace those with the new Regional structure.

Changes

Chapter 1, Section 1 - [Records](#): Replaced reference to *Communications Manual* with reference to *Records Management Manual*.

Chapter 1, Section 2 - [Final Closing of Projects](#):

- ◆ Added verification that relocations & utility adjustments are completed prior to submitting request to close a project.
- ◆ For parcels not being acquired, eliminated requirement to notify ROW Division and added requirement to suspend the parcels in ROWIS.
- ◆ Added requirement to submit Parcel Summary Report by Project & Statement of Cost.
- ◆ Added verification that the construction project is completed and closed prior to closing right of way project.
- ◆ Changed District references to Region throughout the section.

Chapter 1, Section 3 - [ROW Record Requirements](#):

- ◆ Added requirement that the cost records breakdown must include utility adjustments.
- ◆ Repeated requirement to submit Parcel Summary Report by Project & Statement of Cost.
- ◆ Changed District references to Region throughout the section.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902.

Archives

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Manual Notice 2004-2

To: Users of the *Right of Way Manual*

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: New Volume 8, *Right of Way Manual*, Online Manual System

Manual: *Right of Way Manual*

Effective Date: September 1, 2004

Purpose

To correct time period of records retention to four years

Contents

Chapter 1, Section 1: time period changed

Supersedes

Volume 8, *Right of Way Manual*, Online Manual System, July 5, 2004

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2004-1

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: New Volume 8, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: July 5th, 2004

Purpose

To create a new Volume within the Online Right of Way Manual series for Records, Reports, and Closing Projects to assist users in finding relevant data more easily.

Supersedes

Chapter 4, Volume 6, Right of Way Manual, Online Manual System, September 1, 2002

Contents

Volume 8 now contains all procedures relating to right of way project record keeping, reports, and closeouts.

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.