



Illinois Department of Transportation

Memorandum

To: J. P. Kos R. E. Rocke J. J. Jereb
J. E. Crowe H. L. Forbes V. A. Modeer
S. E. Grabski J. L. Easterly K. Bartelsmeyer

Attn: Resident Engineers/Technicians

From: Gary Gould

Subject: ICORS for Construction Documentation

Date: November 15, 2001

This memorandum supercedes the "ICORS and Acceptable Documentation" memorandum dated December 27, 1995.

ICORS is the required method for construction documentation. The department has made a major investment in this system to improve documentation, payment processing and other reporting applications. Use of ICORS will continue to be expanded to improve communications and reporting efficiencies.

ICORS Project Diary

Documentation policy requires the resident's name and signature, and the names and initials of personnel assigned to the project, to be written on the first page of the project diary. In ICORS, this can be accomplished by printing the ICORS diary cover page, and writing the information by hand on that cover sheet. This page is then to be kept in the project files.

If anyone other than the resident makes entries in the diary, they must type in their full name at the end of the day's entry.

The project diary is kept in the ICORS data base, but you must also print the new entries at least weekly. The printed diary pages are to be kept with the signed cover sheet in the project records.

Weekly Reports

Weekly Reports must be generated every week for Completion Date projects and every week for Working Day contracts not in suspension.

Daily Quantities

Quantity documentation is kept on separate source documents (i.e. IDR's, field books, tickets, etc.), and the Daily Quantity (DQ) entry is used only as a means of making entries into the ICORS Quantity Book. The DQ is not a source document. DQ entries must be printed at least weekly and kept in the project records.

Quantity Book

The Quantity Book is generated only by entries on DQ's. The Quantity Book, the Cover Sheet and the Scale Report must be printed at the end of the project.

Pay Estimates

ICORS Pay Estimates are submitted by e-mail or mail (sending a diskette and hardcopy). Be sure to check the test estimate prior to submitting the real pay estimate. Do not send the same estimate twice, and do not send consecutive pay estimates within less than five days.

Material Allowances

Material Allowances are generated in ICORS. For new material allowances or additions to existing material allowances, pay estimates must be sent by mail (not email). For these two cases, the diskette, hard copy of the estimate, BC-131, BC-49, and invoices must all be submitted together by mail. Subsequent estimates (material allowance decreases or stays the same) should be emailed with the BC-131 file included in the e-mail submittal.

Authorizations

Change authorizations are to be created in ICORS. A complete explanation of the reason for change is necessary for authorization approval. Use a separate attached sheet to for this explanation if necessary.

Final Copies

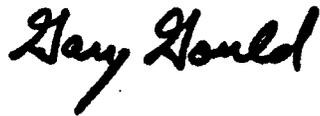
When the project is complete, the following documents should be stored with the job records.

1. A complete hard copy of the Diary. The signed and initialed diary cover sheet must be stored with the complete Diary output.
2. A complete hard copy of the Quantity Book.

District Engineers
Page 3
November 15, 2001

3. A complete hard copy of all Daily Quantity Reports.
4. Two (2) backup CD's (or tapes). One CD backup is to be stored with the project records. The other CD is to be stored at an offsite location.

If you have any questions or concerns about ICORS, feel free to call your district Implementation support staff.

A handwritten signature in black ink that reads "Gary Gould". The signature is written in a cursive, slightly slanted style.

Gary Gould
Engineer of Construction