

FACT SHEET #16 - RECORDS AND RETENTION SCHEDULE

DAVIS-BACON PROVISIONS FOR CLEAN AND DRINKING WATER SRF PROJECTS

Documents that must be retained by project Owners and Contractors for recordkeeping and audits

CONTRACTOR PAYROLL RECORDS – Prime Contractors are responsible for maintaining a project personnel file with the following records:

1. Name, address, and social security number of each employee,
2. Each employee's work classification and hourly rates of pay
3. Rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalent
4. Daily and weekly number of hours worked,
5. Deductions made,
6. Actual wages paid,
7. Evidence of the registration of apprenticeship programs and certification of trainee programs,
8. The registration of the apprentices and trainees,
9. The ratios and wage rates prescribed in the applicable programs,
10. These same records for all subcontractors on the project.

BORROWER DOCUMENTATION – Project Owners will maintain a file with the following documentation:

1. Copy of wage determination request,
2. Copy of wage rate, along with any additional classifications if applicable,
3. Project Contacts
4. Bid/contract documents with labor standards provisions included,
5. Weekly Payroll Records, Statements of Compliance and Employee Interviews
6. Evidence of any violations and steps taken to resolve them.

Water Investment Division (WID) DOCUMENTATION – WID staff at the Vermont Department of Environmental Conservation will maintain a file with the following documentation:

1. Copy of all SF-1444 Forms,
2. Project Contacts,
3. Evidence of any violations and steps taken to resolve them
4. Copies of all Weekly Payroll Reports, Certifications and Employee Interviews for SRF Private Systems

RETENTION SCHEDULE. The Borrower and prime contractor are responsible for maintaining the project records listed above for three years following the completion of the entire project. Subcontractors need only maintain their own personnel files for three years.

INSPECTIONS. The contractor or subcontractor shall make these required records available for inspection, copying, or transcription by authorized representatives of the Borrower, WID, Environmental Protection Agency or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job.