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## **POLICY: RECORD SETS OF DSA-APPROVED CONSTRUCTION DOCUMENTS**

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

**DISCIPLINE(S):** All

**PURPOSE:** This policy specifies the statutory and regulatory requirements of DSA relating to the creation, retention and distribution of DSA-approved copies of plans and specifications (referred to as the “final record set”), deferred submittals, addendums, revisions, and construction change documents for construction of projects under the jurisdiction of DSA.

**BACKGROUND:** The California Education Code (CEC) Section 17304 triggers the Department of General Services to create a final approved record set of plans and specifications. This requirement is incorporated into regulations in the California Code of Regulations, Title 24, Part 1 (California Administrative Code), Section 4-318.

**1. POLICY (Effective October 1, 2018):**

**1.1. Documents Retained by DSA** – After the plans and specifications have been approved, a copy of the DSA-approved final record set will be made available to the client.

**1.1.1.** DSA plan review and approval process occurs electronically in Bluebeam studio sessions as described in DSA procedures PR 18-04 through 18-10. Upon approval of submitted plans and specifications, deferred submittals, addendums, revisions, and construction change documents, the approved documents will remain in the Bluebeam studio. A copy of these approved documents will be placed in the Project Folder in the Project Track of DSAbbox. All project collaborators will have access to these as allowed by their project-specific DSAbbox permission levels verified on the form *DSA 95: Project Collaborator Change Request* and subsequent form *DSA 102-IC: Construction Start Notice/Inspection Card Request*. DSA staff shall also upload electronic copies of the approved documents into filenet via Navigator.

**1.2. Approval Letter** – Not later than five working days after the record set has been approved, DSA shall issue the “Approval of Plan(s)” letter in accordance with CEC Section 17297 and CAC Section 4-318(b).

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### **REFERENCES:**

California Administrative Code (CAC) Section 4-318

California Education Code Sections 17297, 17304

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A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA’s review and approval of plans and specifications and construction oversight programs that is not clearly addressed by code. A Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.