



Best Practice Guidance - Capital Project Documentation Checklist

The [Capital Project Documentation Checklist](#) (the checklist) helps ministries and agencies record the key capital project documents in a project file; who should keep them; and where the documents are located. The checklist includes a broad range of information for a variety of projects. Smaller, less complex projects may not need all of the documentation listed.

Records management is an integral part of the capital delivery and contracting process. Generally, information should be kept by the organization that created it. For example, the final concept plan for a capital project should be kept by the agency (e.g. health authority) or ministry (e.g. Health) that drafted it. The BC Government website for [Records Management](#) provides direction to ministries and agencies on where to keep files and for how long.

The lead ministry for the project should complete and file the checklist because easy access to key project information is important for accountability purposes.

The checklist and the documents listed should be managed according to information schedules (ARCS/ORCS) and government records management policy and standards. Complete records should be maintained throughout all stages of the project life cycle, beginning at the planning stage until well beyond the completion of the works or services.

Well maintained records assist ministries and agencies to meet their obligations under the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#) and the [Information Management Act](#) and provide:

- a good audit trail;
- a useful reference for future projects; and
- evidence of proper planning, fair procurement, effective performance evaluation, proper payment processing and contract discharge.

Ministries or agencies responsible for the capital delivery and contracting process should create a filing system (either electronic or paper-based) to retain procurement and contract files, including the official copies of opportunity notices, attachments, and bids. If documents are received through BC Bid, keep them in the appropriate electronic or hard copy file when the opportunity closes.



If a checklist item (e.g. Treasury Board Submission) has more than one file name/file number with varying dates, fill out the checklist with each document's name/number/date under the specific item.

For example:

Document	File Name	File Number	Dates
Treasury Board Submissions	Project X Concept Plan	X1234	2016/01/31
	Project X Business Case	X5678	2017/01/31
	Project X TB Report Back	X9012	2017/12/15

For ministries and crown corporations, most contract records are classified and scheduled in *ARCS* (Administrative Records Classification System) primary [1070 Procurement and Contract Management](#).

However, some types of contracts such as third-party program delivery contracts; complex, large-scale, long-term service contracts; construction contracts; or contracts with guarantees, warranties and indemnities that have long-term legal liability issues, are scheduled in the applicable *ORCS* ([Operational Records Classification System](#)).

[Ministry Records Officers](#) or [Broader Public Sector Organizations Records Officers](#) can provide advice regarding which schedule applies.