



DM09/90

SOUTH CAROLINA  
DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION  
P.O. BOX 191  
COLUMBIA, S.C. 29202

September 13, 1990

**MEMORANDUM TO DESIGN GROUP LEADERS & CONSULTANTS**

**Subject: Telephone Conversations with Consultants**

As a result of a FHWA audit review of the Department's policies, procedures and practices for Non-Construction Contracts the following policy is being implemented.

Effective immediately, all telephone contacts with Consultants who have active contracts with the Department must be documented on the attached form. This form should be completed in brief, concise terms and forwarded to the secretary for placement in the project file. If you desire a copy of the form be returned to you, please place your name under "Distribution" on the form.

B. A. Meetze, Jr.  
Bridge Design Engineer

Enclosure

cc:

FHWA, Structural Engineer

R. E. LaBoone

R. L. Kneece

R. W. Rush

J. E. Martin

Group Leaders

Consultants

BAM/ddg

BRIDGE DESIGN OFFICE

TELEPHONE CONVERSATION MEMORANDUM

FILE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TALKED TO: \_\_\_\_\_

ITEM DISCUSSED: \_\_\_\_\_

INFORMATION OBTAINED: \_\_\_\_\_

ACTION REQUIRED: \_\_\_\_\_

DISTRIBUTION:

BY: