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.

Enclosure

cc:
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