

Date:

Municipal Assistance
Vermont Agency of Transportation
219 North Main Street
Barre, VT 05641

Project Name and Number: _____

Dear Project Supervisor,

A final inspection of the project noted above has been completed. The work on the Project has been performed within the requirements of all federal, state, and local laws, ordinances and regulations applicable to the Project and is hereby accepted by the _____

Municipality

as of this date.

We will retain project records shall be retained for a minimum of three years from this date. If any litigation, claim, audit or other action involving the records starts before the expiration of the three-year period, the records shall be retained until all litigations, claims or audit findings have been resolved, whichever is later. For projects with warranty work, the records shall be retained until the end of the warranty period, when the warranty period is longer than the three-year period. The warranty period may be extended in cases where repairs or replacements are effected causing the reinstatement of the warranty. The project records can be disposed of after three years or later if your local policies require a longer retention period or if any of the exceptions described above apply.

Signature of Authorized Municipal Official

Title

Date