

REQUEST TO SCAN LEGACY MYLAR PROJECTS INTO PROJECTWISE

Note: This request form is for legacy mylar projects only. If the project has not received a Certificate of Acceptance (is presently an active construction project or has not been as-built) contact CTDOT Records Center directly at 860-665-0688.

Date Requested (mm/dd/yyyy):

Requested By:

E-Mail:

Phone Number:

CTDOT Office or Consulting Firm:

Project Number (XXXX-XXXX format):

Project Description:

Map File Number (if known):

If combined with other project(s), additional project number(s):

Remarks:

Once the project has been scanned and uploaded to ProjectWise, notification will be sent via e-mail.

NOTE: CTDOT Central Records will accept requests for scanning of plans by **project numbers only**. Requests to scan that simply provide specific information (i.e. bridge number, location, etc.) will not be processed. Requesters must come to Pascone Place and do the research for the project numbers themselves; Central Records does not have the personnel available to research requests. Central Records is located at:

160 Pascone Place

Newington, CT

Hours: By Appointment 860-665-0688

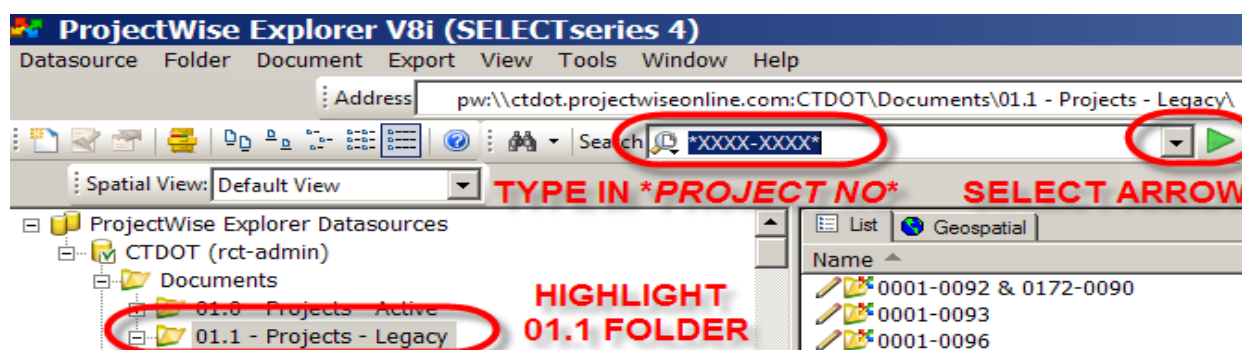
Google Earth Link:



Before making request, please check if project has been previously scanned into ProjectWise at:

[01.1 - Projects - Legacy](#)

Note: To search for an individual project in ProjectWise, highlight the *01.1 – Projects – Legacy* folder and type in **XXXX-XXXX** (8 digit project number with asterisks) in the search window and select the green arrow:



To view a list of projects associated with structures, go to: [List of All Structures and Associated Projects](#).

Another source of project information may be the [Project Maps](#) that were scanned and placed in ProjectWise.