

# Design Standards Letter

Letter Number: **D-1971-00**

Letter Date: **01/22/1971**

Effective Date: **01/22/1971**

Section/Plan No.: **None**

Subject: **Transcripts of Public Hearings**

Body

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Mr. James F. Roberts:

You asked me to check to see if our instructions were adequate concerning keeping record of the proceedings of public hearings. Our instructions are in Section 2-02.8(1) of the Design Manual.

Federal Highway Administration requirements are covered in PPM 20-8 Section 8-C-1. They require that the State Highway Department keep a verbatim written transcript of the oral proceedings". I have checked with Mr. Hyder and he assures me that either a tape recorder or a court recorder, the two methods currently used by the Department, adequately meets the Federal Highway Administration requirements. He saw no need for retaining a tape for an indefinite period of time but did think there might be some advantage to keeping the tapes until FHWA had approved the location or design covered at the hearing.

I recommend a sentence he added to the Manual calling for this tape retention.

Jack C. Frissell  
Field Liaison Engineer