

Wtca Update

Tech Notes Address Critical Code & Design Responsibility Issues

by WTCA Staff

Take note of WTCA's newest tool for assisting component manufacturers with technical issues and marketplace education.

vailable since April 2006 at www.sbcindustry.com/technotes.php, Tech Notes offer a new tool for component manufacturers to educate themselves, as well as the people in the marketplace, on the key issues they face on a daily basis. The goal of WTCA Tech Notes is to clarify code and related key technical issues that are being seen in the marketplace and help educate building officials, engineers, architects and others who work with structural building component manufacturers. Developed in partnership with our membership and chapters, Tech Notes address pertinent issues and offer position statements to frequently asked questions that component manufacturers face on a daily basis. These peer-reviewed documents address a variety of critical issues such as continuous lateral bracing, professional engineering issues, truss placement diagrams, and jobsite handling and installation.



In addition to providing information to present to industry professionals (such as engineers), component manufacturers can use *Tech Notes* to educate their employees on these important topics. Truss technicians, salespeople, and management will be especially interested in reviewing *Tech Notes*.

Because building codes and engineering laws differ from state to state, *Tech Notes* will spotlight an issue specific to that state and/or locality. For instance, the issue of sealing truss placement diagrams has arisen in both Georgia and Missouri, but because each state has adopted a different building code, different *Tech*

www.sbcindustry.com/technotes.php

at a glance

- WTCA Tech Notes offer a new tool for component manufacturers to educate themselves, as well as the people in the marketplace, on the key issues they face on a daily basis.
- ☐ The goal is to clarify code and other technical issues and provide marketplace education to further the industry.

Notes have been created for each. Several *Tech Notes*—categorized as "National" notes—apply to component manufacturers in every state.

Locating the *Tech Notes* that apply to your particular state is simple! Use the interactive map (shown above) to easily access all notes for a state. Just click on the state or use the simple search function at the bottom of the page.

Do you have a critical code, fire, engineering or design responsibilities issue that could be addressed in a *Tech Note?* Contact Ryan Dexter (rdexter@qualtim.com) with any ideas, questions or comments on WTCA's *Tech Notes.* SBC

Coming soon: Management Notes!

Similar to *Tech Notes* in format, *Management Notes* will address issues affecting component manufacturers that aren't technical in nature. Topics ranging from records retention and sawdust generation to customer contracts and buying lumber will be covered in these documents (see sample below).

For more information on *Management Notes* or to share your topic ideas, contact Sean Shields (sshields@qualtim.com).

management notes



- DRAFT

RECORDS RETENTION

Issue

The "rules of thumb" regarding corporate records retention vary from state to state and by federal enforcement jurisdiction. Furthermore, for a component usinufacturer, it may be important to know how long to retain records such as shop drawings, placement plans and other documents relating to the sale, design, manufacture and delivery of their components.

Analysis

Corporate and Financial Records

With respect to corporate records, members should check with their attorneys. With respect to financial records, members should check with their accountants. Note that the IRS has some guidelines on what should be retained and for how long. The IRS also looks for adequacy and accuracy in record keeping.

Other Business Records

With respect to component manufacturing industry documents relating to the sale, design, manufacture and delivery of their components, state law must be consulted, although generally, state law will not address these issues. The determination of how long to keep records is usually the choice of the individual company. Even with respect to engineering documents, the informal searches that have been made in the past generally suggest that no law governs the length of retention issue.

Kent Pagel, WTCA Legal Counsel advises that some state engineering boards take the position that engineering records need to be retained indefinitely. A national search of each state to confirm whether any specific law applies would take a great deal of time and involve a somewhat significant expense. Because of this, it may very well behove individual chapters to make such inquiries of the respective state engineering boards in their regions.

Recommendations

Retention: How Long and What to Keep

Corporate/Financial/Operational Records Articles of Incorporation Audited Financial Statements Bylaws/Corporate Minutes Number of Years Permanently Permanently Permanently

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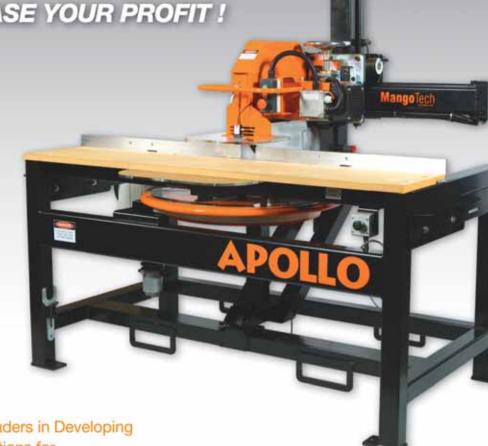
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