

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDA

### INTRODUCTION

Instructional and Informational Memoranda (IIM-LD-) are a means of providing instructions relating to new policies and procedures (i.e. revisions to specifications, units of measurement, pay items, new products, materials and construction methods). Revisions and additions to VDOT's Road and Bridge Standards are frequently issued as insertable sheets and addressed in an IIM-LD-.

Policies and procedures are frequently introduced as an IIM-LD- and subsequently moved to VDOT's Road Design Manual after procedures are well established. Design information (i.e. project development, design criteria, plan design layout) are typically not issued as an IIM-LD-, but originate in VDOT's Road Design Manual.

Memoranda are filed in numerical order based on the memorandum number (See 3 below). When an IIM-LD- is revised in the entirety the existing memorandum is to be replaced with the revised memorandum. The numbering format has been changed. For example, previously IIM-LD-122.9 was referred to as LD-97(D) 122.9. Existing paper copies of Instructional and Informational Memoranda are still valid if they have the current number such as 122.9, even though the electronic version available on this website may be in a slightly different format.

An explanation of the features of the IIM-LD- heading follows:

GENERAL SUBJECT:	NUMBER: IIM-LD-00.00 (1) (2) (3) (4)
SPECIFIC SUBJECT:	DATE:
	SUPERSEDES: IIM-LD-00.00 (5)
DIVISION ADMINISTRATOR APPROVAL:	

- (1) Instructional and Informational Memoranda
- (2) Division
- (3) Memorandum number
- (4) Revision number
- (5) IIM to be removed and replaced