

## Doc Express Drawers, Document Types, and Naming Convention

For all multiple project contracts, include the three digit paran number “(ppp)” at the end of the file name if the document is project specific.

Unless specified differently in the “File Naming” column, the following shall apply:

*nn* = two digit sequential numbering (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))

*nnn* = three digit sequential numbering (if a single or double digit, always use three digits in the file name (1=001, 2=002 etc.))

*d* = District number

*bbb* = Bid Order Number and is always 3 digits

*mmm* = first three letters of the month name

*yy* = two digit year

*mm* = two digit month (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))

*dd* = two digit day (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))

*ppp* = paran number in the project number and is always 3 digits

*ss* = two digit site number, when applicable on multi-site projects (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))

*contractor name* = company name of the Prime Contractor or subcontractor

*owner last name* = last name of the owner of the property

*name* = last name of individual

*xx* = plan sheet number

WE = Week Ending (this is the date on Saturday of the week)

| Drawer Name and Type                                     | File Name  | Comments                       | Who Submits          |
|--|--|--------------------------------|----------------------|
| <b>Agreement and Resolutions</b>                         |  |                                |                      |
| Agreement - City   | Agreement <i>nn</i>                                      |                                | Engineer/PIRC        |
| Agreement - Consultant                                   | Agreement <i>nn</i>                                      |                                | Engineer/PIRC        |
| Agreement - County                                       | Agreement <i>nn</i>                                      |                                | Engineer/PIRC        |
| Agreement - Federal                                      | Agreement <i>nn</i>                                      |                                | Engineer/PIRC        |
| Agreement - Local Public Agency                          | Agreement <i>nn</i>                                      | 28E                            | Engineer/PIRC        |
| Agreement - State  | Agreement <i>nn</i>                                      |                                | Engineer/PIRC        |
| Agreements for Private Property Used by Contractor       | <i>owner last name - nn</i>                              |                                | Contractor           |
| Detailed Damage Inspection Report                        | DDIR IA-yy- <i>nn</i> - <i>county number</i> - <i>nn</i> | Emergency Relief (ER) Projects | Engineer/PIRC        |
| FMIS Federal-aid Project Modification (Amend/Mod)        | FMIS AM <i>nn</i>  |                                | Administering Bureau |
| FMIS Federal-aid Project Modification (Closure Document) | FMIS Closure   |                                | Administering Bureau |
| FMIS Federal-aid Project Agreement                       | FMIS Doc   |                                | Administering Bureau |
| Funding Agreements                                       | Funding Agreement <i>nn</i>                              |                                | Administering Bureau |
| Project Development Certificate                          | PDC  |                                | Engineer/PIRC        |

| <b>Drawer Name and Type</b>   | <b>File Name</b>                                   | <b>Comments</b>  | <b>Who Submits</b>  |
|---|--|--|---|
| Railroad Agreement  | <i>railroad name</i>                               |  | Engineer/PIRC   |
| Resolutions   | <i>Resolution Title</i>                            |  | Engineer/PIRC   |
|   |  |  |   |
| <b>Change Order</b>   |  | For Force Account, upload force account form and related documents as supporting documents to the change order             |   |
|   |  |  |   |
| Change Order  | CO <i>nn</i>                                       | Appia change order or Form 831240. See Change Order Instructions and Chart in "00 Doc Express Instructions" in Doc Express | Engineer  |
|   |  |  |   |
| <b>Contract Documents</b>   |  |  |   |
|   |  |  |   |
| Addendum  | Addendum <i>ddmmmbbb</i> .Ann                      |  | Local Systems   |
| Appia Project Setup File (.json)  | Appia Projct Setup File ( <i>ppp</i> )             | Import file for Appia Setup  | Local Systems   |
| Contractor's Liability Insurance  | Insurance <i>nn</i>                                | Renewal Certificate (not original certificate)   | Contractor  |
| Contractor Evaluation   | Evals— <i>contractor name</i>                      | Upload all evaluations as one document   | Engineer  |
| Correspondence -Misc  | <i>yymmdd subject</i>                              |  | All   |
| <a href="#">DBE Commercially Useful Function Checklist (Form 517014)</a>                        | CUF <i>contractor name nn</i>                      |  | Engineer  |
| DBE Commitment Report   | DBE Commitment                                     |  | Local Systems   |
| Developmental Specifications  | DS- <i>yynnn</i>                                   |  | Local Systems   |
| Estimating Proposal   | Est Proposal                                       |  | Local Systems   |
| Field Review Reports  | Field Review <i>yymmdd</i>                         |  | Administering Bureau  |
| Final Highway Funding Sources   | Funding Sources                                    |  | Local Systems   |
| Haul Road Designation   | Haul Road  |  | Engineer  |
| Notice to Bidders   | Notice to Bidders                                  |  | Local Systems   |
| Predetermined Wage Rate   | IAYy- <i>nn.n</i>                                  |  | Local Systems   |
| <a href="#">Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)</a> | EEO Site Inspection <i>contractor name yymmdd</i>  |  | Engineer  |
| <a href="#">Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)</a> | Wage Rate Interview <i>contractor name yymmdd</i>  |  | Engineer  |
| Project Information Sheet   | ProjInfo   |  | Engineer  |
| Project Schedule  | Schedule <i>yymmdd</i>                             |  | Contractor  |
| Sales Tax Exempt Certificate(s) and AA/EEO Poster   | Sales Tax Exempt Certs and AA/EEO Poster <i>nn</i> | Upload as one document   | PIRC  |
| Special Provisions  | SP- <i>yynnn</i>                                   |  | Local Systems   |
| Subcontractor Request and Approval  | Subcontract Approvals <i>nn</i>                    | .pdf only (not .con file)  | Local Systems at time of contract signing, otherwise Engineer |
| Supplemental Specifications   | SS- <i>yynnn</i>                                   |  | Local Systems   |
|   |  |  |   |
| <b>Contract Signing</b>   |  |  |   |
|   |  |  |   |
| Contract  | BO <i>nnn contract id letting date</i><br>CONTRACT |  | Contracts and Specifications                                  |

| <b>Drawer Name and Type</b>  | <b>File Name</b>                      | <b>Comments</b>   | <b>Who Submits</b>           |
|--|---------------------------------------|---|------------------------------|
| Insurance/Other Documents Required (DO NOT TRANSITION THIS DOCUMENT or SIGN) | Insurance                             |   | Contractor                   |
| Tax Certs and AA/EEO Poster (DO NOT TRANSITION THIS DOCUMENT or SIGN)        | Tax Certs and AA/EEO Poster           | Contracting Authority prints tax certs, signs the certs, and scans/uploads tax certs and EEO/AA Poster in the Contract Documents drawer | Contracts and Specifications |
|  |                                       |   |                              |
| <b>Diaries</b>   |                                       | No Contractor access  |                              |
|  |                                       |   |                              |
| Daily Reports  | DWR <i>yymmdd</i>                     | Daily Reports (Appia) or Daily Diaries (non-Appia). Date is the most recent date included with each upload.                             | Engineer                     |
|  |                                       |   |                              |
| <b>Environmental</b>   |                                       |   |                              |
|  |                                       |   |                              |
| 404 Application  | 404 Application                       |   | Engineer                     |
| Amended PPP Site Map   | PPP Site Map <i>yymmdd</i>            |   | Contractor                   |
| Asbestos Abatement Report  | Asbestos <i>nn</i>                    |   | Contractor                   |
| Clean Water Act Section 404 Permit   | 404 Permit <i>nn</i>                  |   | Engineer                     |
| <a href="#">Co-Permittee Certification Statement (Form 830215)</a>           | Co-Permittee - <i>contractor name</i> |   | Contractor                   |
| Cultural Resources Evaluation  | Cultural Resources <i>nn</i>          |   | Engineer                     |
| Endangered Species (Determination of Effect)                                 | DOE                                   |   | Engineer                     |
| Erosion and Sediment Control Basics (ESC Basics)                             | ESC Basics <i>name</i>                | Certification from Erosion Control Class  | Contractor & Engineer        |
| Erosion Control Implementation Plan (ECIP)                                   | ECIP <i>yymmdd</i>                    |   | Contractor                   |
| Erosion Control Technician (ECT) <del>trained individual(s)</del>            | ECT Cert <i>name</i>                  | Certification from Erosion Control Class  | Contractor & Engineer        |
| Iowa DNR Floodplain Permit   | Floodplain Permit                     |   | Engineer                     |
| Iowa DNR Notification of Completion of Construction (DNR Form 37)            | DNR Form 37                           |   | Engineer                     |
| Iowa DNR's Notice of Discontinuation (NOD)                                   | NOD <i>ss</i>                         |   | Engineer                     |
| Iowa DNR's Notice to Proceed   | NTP <i>ss</i>                         |   | Engineer                     |
| National Environmental Policy Act  | NEPA                                  |   | Engineer                     |
| Natural Resources Conservation Service Permit                                | NRCS Permit                           |   | Engineer                     |
| Notification of Demolition   | Demo Notice <i>nn</i>                 |   | Contractor                   |
| NPDES Storm Water Permit from Iowa DNR                                       | NPDES                                 |   | Engineer / Contractor        |
| Registration of Minor Nonrecurring Use of Water (DNR Form 20)                | DNR Form 20                           |   | Contractor                   |
| Sovereign Lands Permit   | Sovereign Lands Permit                |   | Engineer                     |
| Storm Water Notice of Intent (Public Notices)                                | Storm NOI                             |   | Engineer                     |
| <a href="#">Storm Water Site Inspection (Form 830214)</a>                    | SW <i>yymmdd</i>                      |   | Engineer                     |

| <b>Drawer Name and Type</b>   | <b>File Name</b>                         | <b>Comments</b>   | <b>Who Submits</b>  |
|---|--|---|---|
| Storm Water Pollution Prevention Plan   | <i>PPP yymmdd</i>                        | For new PPPs after the letting or revisions to the PPP in the plans.  | Engineer  |
| Wetland Report  | Wetland Report                           |   | Engineer  |
| <b>Estimates and Vouchers</b>   |  |   |   |
| <a href="#">Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)</a>                      | Reimbursement <i>nnn</i>                 | Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s) | PIRC  |
| <a href="#">Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)</a>          | 240007 - <i>nn</i>                       | Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s) | PIRC  |
| Claim for Reimbursement of State-aid to Farm to Market Account  | FM Fund Transfer - <i>nn</i>             | Include written request stating amount to be reimbursed and documents supporting the amount to be reimbursed                      | PIRC  |
| <a href="#">Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)</a> | 240011 - <i>nn</i>                       | Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s) | PIRC  |
| Pay Estimate  | Est <i>nnn</i>                           |   | Engineer/PIRC   |
| Proof of Payment to Contractor  | Payment <i>nnn</i>                       |   | Engineer/PIRC/Local Systems                                       |
| Progress Voucher  | Voucher <i>nnn</i>                       |   | Engineer/PIRC   |
| Stockpiled Materials  | Stockpiled Materials                     | Invoices for materials  | Contractor  |
| <b>Items and Materials Documentation</b>  |  |   |   |
| Administering Bureau Input  | IM 101                                   | Audit IM 101 for Swap and other State-aid contracts without District Materials involvement  | Engineer starts in Working Drawer, Administering Bureau Publishes |
| Central Materials Input   | Test Report <i>item description</i>      | Sample Test Report where item description: Steel Piling, Black Rebar, Epoxy Coated Rebar, Etc.                                    | Central Materials   |
|   | HMA Verification <i>item description</i> | HMA Verification where item description: Aggregate, Binder, Emulsion, Etc.  | Central Materials   |
|   | PCC Verification <i>item description</i> | PCC Verification test results where item description: Aggregate, Fly Ash, Portland Cement, Etc.                                   | Central Materials   |
| District Materials Input  | Air and Slump Tally                      | Audit Air and Slump Tally   | District Materials  |
|   | Borrow IA - <i>yymmdd</i>                | Borrow Independent Assurance  | District Materials  |
|   | Fabrication Report                       | Fabrication Report  | Central or District Materials                                     |

| Drawer Name and Type   | File Name   | Comments   | Who Submits   |
|--|---|--|---|
| District Materials Input   | Gmm and Gmb Verification Summary                  | HMA Hot Box Verification   | District Materials  |
|  | Hamburg Verification <i>intended use Design #</i> | HMA Hamburg Test Results   | Central / District Materials                                      |
|  | HMA IAP <i>sample type</i>                        | HMA Independent Assurance  | District Materials  |
|  | HMA Mix Design <i>intended use Design #</i>       | HMA Mix Design   | Contractor starts in Workday Drawer, District Materials publishes |
|  | HMA Test Tally                                    | Audit HMA Test Tally   | District Materials  |
|  | HMA VAG <i>yymmdd or nn</i>                       | HMA Items - Verification Aggregate Gradations  | District Materials  |
|  | IM 101  | Audit IM 101   | Engineer starts in Working Drawer, District Materials Publishes   |
|  | PCC IAP <i>sample type</i>                        | PCC Independent Assurance  | District Materials  |
|  | PCC Mix Design <i>Type of Mix nn</i>              | PCC Mix Design   | Contractor starts in Working Drawer, District Materials publishes |
|  | Profilograph Verification                         | Profilograph Verification  | District Materials  |
| Materials Acceptance Report  | MAR   |  | Local Systems   |
| <a href="#">Request for Materials Inspection (Form 519324)</a>   | Request for Materials Inspection                  |  | Engineer  |
| Source of Materials Report   | MSR   |  | Contractor  |
| <p align="center"><i>Contract Items</i></p> <p>Select appropriate contract item(s) that upload applies to.</p> | <i>Calculations Description</i>                   | Supporting Drawings and Calculations   | Engineer  |
|  | <i>Cert materials description yymmdd</i>          | Materials Certification where materials description = material being certified. Examples: Black Rebar, Epoxy Coated Rebar, Piling, Curing Compound, Etc.                     | Contractor  |
|  | Data Sheet  | Pile Driving Data Sheet for Wave Equation or Gravity Hammer  | Engineer  |
|  | <i>Driving Graph Location on Structure</i>        | Wave Equation Graph for Pile Driving   | Engineer  |
|  | <i>Ennn description</i>                           | <a href="#">E Sheet Support Form where description = form title. Examples: HMA Mat Temperatures, Air and Slump Tests, Bridge Deck Evaporation Report, Depth Checks, Etc.</a> | Engineer  |
|  | IM 363 <i>yymmdd</i>                              | Slope of Pedestrian Facilities (Materials I.M. 363) includes the S-Sheets from Plans and Pedestrian Facility Slopes chart  | Engineer  |
|  | Quantity  | Summary of Item quantity postings. <a href="#">Upload E Form</a> or Appia Item Quantity Summary  | Engineer  |

| <b>Drawer Name and Type</b>  | <b>File Name</b>                                   | <b>Comments</b>  | <b>Who Submits</b>                                       |
|--|--|--|--|
| <p align="center"><i>Contract Items</i></p> <p>Select appropriate contract item(s) that upload applies to.</p> | Pile Log <i>Location on Structure - nn</i>         | Log of Piling Driven (Wave Equation-Form 830209 or Formula - Form 830210). | Engineer   |
|  | Plastic Concrete Thickness                         | Thickness of Plastic Concrete Pavement - Materials I.M. 396                | Engineer   |
|  | Profilograph Report                                | Profilograph Report  | Contractor   |
|  | <i>Ticket material description</i>                 | Example(s) of a Materials Delivery Ticket                                  | Engineer   |
|  | 800130   | PCC Core Report  | Engineer   |
|  | 800131   | ACC Thickness Q.I. Report  | Engineer   |
|  | 820150   | PC Absolute Volume Calculations  | Engineer   |
|  | 820180   | Sieve Analysis Worksheet   | Engineer   |
|  | 820912   | Portland Cement Shipment Yield Report                                      | Engineer   |
|  | 821258   | M & D Embankment Construction - Nuclear                                    | Engineer   |
|  | 821278   | Certified Gradation Test Report  | Engineer / Contractor                                    |
|  | 821297   | Density Of Plastic PC Concrete - Nuclear                                   | Engineer   |
| 830213   | PCC Paver Inspection - Materials IM 384            | Engineer   |  |
| Borrow Quality Control Test Result   | Borrow QC - <i>yymmdd</i>                          |  | Contractor   |
| Borrow Verification Test Result  | Borrow Verification - <i>yymmdd</i>                |  | Engineer   |
| Contractor Furnished Borrow Report   | Borrow Report <i>nn</i>                            |  | Contractor   |
| Electronic Ticket Project Summary  | E-Ticket Summary <i>mix type or aggregate type</i> | Also link upload to Contract Item  | Engineer   |
| HMA PWL Chart  | PWL Chart <i>mix type nn</i>                       | Also link upload to Contract Item  | Contractor   |
| HMA Paving Plant Report  | Plant Report <i>mix type yymmdd or nn</i>          | Also link upload to Contract Item  | Contractor   |
| HMA Surface Patch  | HMA Patch <i>yymmdd or nn</i>                      | Note: In comment field note number of tons used for surface patch.         | Contractor   |
| PCC Paving - Contractor Quality Control Plan   | QCP  |  | Contractor   |
| PCC Paving / Structure - Maturity (Curves & Verification)  | Maturity <i>Type of Mix yymmdd or nn</i>           | Original, verification number  | Contractor starts in Working Drawer, Engineer publishes  |
| PCC Paving - PCC Plant Report  | Plant Report <i>yymmdd or nn</i>                   | Also link upload to Contract Item  | Contractor starts in Working Drawer, Engineer publishes  |
| PCC Paving - Plant Monitor Gradation   | Monitor Gradation <i>yymmdd</i>                    | Also link upload to Contract Item  | Engineer   |
| PCC Paving / Structure - Time Temperature Factor Readings  | Daily Maturity Report <i>yymmdd</i>                | Also link upload to Contract Item  | Contractor start in Working Drawer, Engineer transitions |
| Soils Verification Test Result   | Soil Verification - <i>test type yymmdd</i>        |  | Engineer   |
| Soils Quality Control Result   | Soil QC - <i>test type yymmdd</i>                  |  | Contractor   |
| Structures - PCC Plant Report  | Plant Report <i>yymmdd or nn</i>                   | Also link upload to Contract Item  | Contractor starts in Working Drawer, Engineer publishes  |

| <b>Drawer Name and Type</b>  | <b>File Name</b>                        | <b>Comments</b>  | <b>Who Submits</b>   |
|--|---|--|----------------------|
| Structures - Plant Monitor Gradation   | Monitor Gradation <i>yymmdd</i>         | Also link upload to Contract Item  | Engineer             |
| <a href="#">Structures Weekly Grade Report (Form 830242)</a>                                   | Structure Grade Report WE <i>yymmdd</i> | Also link upload to Contract Item  | Engineer             |
|  |   |  |                      |
| <b>Meetings</b>  |   |  |                      |
|  |   |  |                      |
| Preconstruction Meeting/Sign-In Information  | Precon                                  |  | Engineer             |
| Pre-pour Meeting Minutes   | Prepour <i>yymmdd</i>                   |  | Engineer             |
| Progress Meeting Minutes   | Progress Meeting <i>yymmdd</i>          |  | Engineer             |
|  |   |  |                      |
| <b>Payrolls</b>  |   |  |                      |
|  |   |  |                      |
| <i>Contractor name</i>   | PR <i>nnn WE yymmdd</i>                 | Certified Transcript of Labor Payroll (Form 830176) (Non-cash fringe add supporting document for each item). | Contractor           |
| <i>Contractor name</i>   | PR <i>nnn WE yymmdd</i> Revision        | DO NOT REMOVE the original payroll or any previous revision  | Contractor           |
|  |   |  |                      |
| <b>Plans</b>   |   |  |                      |
|  |   |  |                      |
| As-Advertised  | As-Advertised                           |  | Administering Bureau |
| As-Built   | As-Built                                |  | Engineer             |
| As-Let   | As-Let                                  |  | Engineer             |
| Instruction to Contractor  | ITC <i>nn</i>                           |  | Engineer             |
| Plan Revisions   | Revised Plan Sheet <i>ppp xx</i>        |  | Engineer             |
| Request for Information  | RFI <i>nn</i>                           |  | Contractor           |
|  |   |  |                      |
| <b>Project Closeout</b>  |   | See Project Closeout Chart in "00 Doc Express Instructions" in Doc Express                                   |                      |
|  |   |  |                      |
| <a href="#">Audit of Final Pay Estimate (Form 830301)</a>                                      | 301                                     |  | Administering Bureau |
| <a href="#">Certificate of Completion and Final Acceptance of Agreement Work (Form 640003)</a> | 0003                                    |  | Engineer             |
| <a href="#">Certification of DBE Accomplishment (Form 102116)</a>                              | 116                                     | Contractor signs electronically in Doc Express   | Contractor           |
| <a href="#">Certification of Subcontractor Payment (Form 518002)</a>                           | 518002                                  | Contractor signs electronically in Doc Express   | Contractor           |
| <a href="#">Checklist and Certification for the Utilization of Targeted Small Businesses</a>   | TSB Checklist                           |  | Engineer             |
| <a href="#">Contract Quantity Agreement (Form 830230)</a>                                      | CQA <i>nn</i>                           |  | Engineer             |
| Final Estimate   | Final Est                               |  | Engineer             |
| <a href="#">Final Forms Checklist (6.110 Attachment F)</a>                                     | Attachment F                            |  | Engineer             |
| <a href="#">Final Payment (Form 830436)</a>  | 436                                     |  | Engineer             |
| Final Voucher  | Final Voucher                           |  | Engineer             |
| Interest Payment Information (Form 830236)   | Interest Payment                        |  | Engineer             |

| <b>Drawer Name and Type</b>  | <b>File Name</b>                            | <b>Comments</b>   | <b>Who Submits</b>  |
|--|---|---|---|
| <a href="#">Noncompliance Notice (Form 830245)</a>   | Noncompliance <i>nn</i>                     |   | Engineer  |
| <a href="#">Noncomplying Test or Measurements of Materials Incorporated into the Project</a> | Noncomplying Material                       |   | Engineer  |
| Request for Early Release of Retained Funds  | Retainage Release                           |   | Contractor starts in Working Drawer, Engineer transitions |
| <a href="#">Required Local Public Agency Project Documentation &amp; Pre-Audit Checklist</a> | Attachment E                                |   | Engineer  |
| Semi-Final Estimate  | Semi-Final Est <i>nnn</i>                   |   | Engineer  |
| Semi-Final Voucher   | Semi-final Voucher <i>nnn</i>               |   | Engineer  |
| <a href="#">Statement of Completion and Final Acceptance of Work (Form 830435)</a>           | 435   |   | Engineer  |
|  |   |   |   |
| <b>Right of Way Acquisition</b>  |   | Redact any personal information (SSN#, etc.) prior to uploading documents to this drawer. |   |
|  |   |   |   |
| Acquisition Contract   | Contract <i>parcel no. and/or name</i>      |   | Engineer/PIRC   |
| Acquisition Plat / Area Description  | Plat <i>parcel no. and/or name</i>          |   | Engineer/PIRC   |
| Condemnation   | Condemnation <i>parcel no. and/or name</i>  | Condemnation Filing / Award   | Engineer/PIRC   |
| Conveyance Documents   | Conveyance <i>parcel no. and/or name</i>    | Deed / Permanent Easement / Temporary Easement  | Engineer/PIRC   |
| Correspondence / Notes   | Notes <i>parcel no. and/or name</i>         |   | Engineer/PIRC   |
| Notice of Intent to Acquire / Statement of Property Owner's Rights                           | NOI <i>parcel no. and/or name</i>           | Public Notice / Letter to Owner   | Engineer/PIRC   |
| Offer of Just Compensation   | Compensation <i>parcel no. and/or name</i>  | Offer to Purchase / Summary Statement   | Engineer/PIRC   |
| Record of Contacts   | Contacts <i>parcel no. and/or name</i>      |   | Engineer/PIRC   |
| Relocation Assistance  | Relocation <i>parcel no. and/or name</i>    | Relocation Study / Offer of Relocation / Personal Property Moving Quotes                  | Engineer/PIRC   |
| Revised Offer / Administrative Settlement  | Revised Offer <i>parcel no. and/or name</i> |   | Engineer/PIRC   |
| Settlement Sheet / Record of Payment   | Settlement <i>parcel no. and/or name</i>    |   | Engineer/PIRC   |
| Valuation / Review   | Valuation <i>parcel no. and/or name</i>     | Appraisal / Review Appraisal / Approval / Waiver Valuation                                | Engineer/PIRC   |
| Written Offer / Summary Statement  | Offer <i>parcel no. and/or name</i>         | Written Offer of Just Compensation  | Engineer/PIRC   |
|  |   |   |   |
| <b>Shop Drawings</b>   |   |   |   |
|  |   |   |   |
| <b>Contract Items</b>  | <b>Component Description</b>                | Select appropriate contract item(s) that shop drawing pertains to                         | Contractor  |
|  |   |   |   |



| <b>Drawer Name and Type</b>   | <b>File Name</b>                      | <b>Comments</b>  | <b>Who Submits</b>                                      |
|---|---------------------------------------|--|---|
| <b>Traffic Control</b>  |                                       |  |   |
| Contractor's Traffic Control Daily Diary  | TC Diary WE <i>yymmdd</i>             |  | Contractor  |
| Night Work Plan   | Night Work Plan                       |  | Contractor starts in Working Drawer, Engineer publishes |
| <a href="#">Traffic Control Monitor (Form E126)</a>   | TC Monitor WE <i>yymmdd</i>           |  | Engineer  |
| ATSSA or IMSA Work Zone-Traffic Control Technician Certification  | TC Tech Cert - <i>tech name</i>       |  | Contractor  |
|   |                                       |  |   |
| <b>Weekly Reports</b>   |                                       |  |   |
|   |                                       |  |   |
| <a href="#">Notice to Proceed (Form 830237)</a>   | Notice to Proceed <i>nn</i>           |  | Engineer  |
| <a href="#">Notice of Suspension or Resumption of Work (Form 810036)</a>  | Suspend/Resume Notice <i>nn</i>       |  | Engineer  |
| <a href="#">Weekly Report of Working Days (for Incentive/Disincentive Clause) (Form 830241)</a>   | WDR <i>ss WE yymmdd</i>               |  | Engineer  |
| Weekly Report of Working Days   | WDR <i>ss WE yymmdd</i>               | <a href="#">Weekly Report of Working Days (Form 830238)</a> or Time Charges for Working Days (Appia) | Engineer  |
|   |                                       |  |   |
| <b>Working</b>  | <i>Title file name as noted above</i> |  | <i>See notes above</i>                                  |
|   |                                       |  |   |
| The Working drawer is a place to work on a document before publishing it to another drawer. The original document will remain in this drawer. The finalized document will be published to another drawer. |                                       |  |   |
|   |                                       |  |   |

Use the Naming Convention that is current when your contract is Let. See date noted on the top of Page 1.

The Naming Convention, past and present, can be found in the "00 Doc Express Instructions" in Doc Express and at the following website by scrolling down the page to the section titled "Doc Express".

[https://iowadot.gov/local\\_systems/Post-Letting-Resources/Doc-Express-and-Appia](https://iowadot.gov/local_systems/Post-Letting-Resources/Doc-Express-and-Appia)