

Doc Express Drawers, Document Types, and Naming Convention

For all multiple project contracts, include the three digit paran number “(ppp)” before 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
- llll* = line number of the contact item
- ss* = two digit site number (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))
- contractor name* = company name of the Prime or subcontractor
- owner last name* = last name of the owner of the property
- name* = last name of individual
- xx* = plan sheet number
- x* = shoulder, intermediate, surface as appropriate
- z* = design level
- WE* = Week Ending (this is the date on Saturday of the week)

Drawers that will require signatures are noted in the drawer title box.

Drawer and Type	Title / File Naming	Document / Comments	Who Enters
Agreement and Resolution Drawer			
Agreement – City			Engineer
Agreement – Consultant			Engineer
Agreement – County			Engineer
Agreement – Federal			Engineer
Agreement – Other Local Public Agency			Engineer
Agreement – State			Engineer
Agreements for Private Property Used by Contractor	<i>owner last name - nn Agreement</i>		Contractor
Resolutions	<i>Resolution Title</i>		Engineer
FMIS Federal-aid Project Modification (Amend Mod)	FMIS AM <i>nn</i>		Administering Office
FMIS Federal-aid Project Modification (Closure Document)	FMIS Closure		Administering Office
FMIS Federal-aid Project Agreement (FMIS Document)	FMIS Doc		Administering Office

Funding Agreements	Funding Agreement <i>nn</i>		Administering Office
Local Agency Funding Agreement			Engineer
Project Development Certificate	PDC		Engineer
Railroad Agreement	<i>railroad name</i>		Engineer
Change Order Drawer (signature)			
Change Order for Local Public Agency Projects (Form 831240)	CO <i>nn</i>		Engineer
Statement of Force Account (Form 181213)	FA <i>nn</i>		Contractor starts in Working Drawer, Engineer transitions
Contract Documents Drawer			
Addendum	Addendum <i>ddmmmbbb.ann</i>		Engineer
Contract	Contract		Engineer
Contractor Evaluation	Evals - <i>contractor name</i>		Engineer
Contractor's Bond	Bond		Engineer
Contractor's Liability Insurance	Insurance		Engineer
Correspondence - General	<i>yymmdd subject</i>		All
DBE Commercially Useful Function Checklist (Form 517014)	CUF <i>contractor name nn</i>		Engineer
Developmental Specifications	DS- <i>yynn</i>		Engineer
Estimating Proposal	Est Proposal		Engineer
Field Review Reports	Field Review <i>yymmdd</i>		Administering Office / LS
Final Highway Funding Sources	Funding Sources (<i>ppp</i>)		Administering Office
Haul Road Designation	Haul Road Permit		Engineer
Interest Payment Information (Form 830236)	Interest Payment		Engineer
Night Work Plan and Approval	Night Work Plan		Contractor
Predetermined Wage Rate	IA- <i>yyn.n</i>		Engineer
Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)	EEO site inspection <i>contractor name yymmdd</i>		Engineer
Project Information Sheet	ProjInfo		Engineer
Project Schedule	Schedule <i>yymmdd</i>		Contractor
Sales Tax Exempt Certs	Sales Tax Exempt – <i>contractor name</i>		Engineer
Special Provisions	SP- <i>yydnnn</i>		Engineer
Statement of DBE Commitments (Form 102115)	DBE Commitment		Engineer
Statement of DBE Commitments for Locally-Procured Federal-aid	DBE Commitment-local let		Engineer

Contracts (Form 517012)			
Subcontract Request (Form 830231)	Subcon - <i>subcontractor name</i>		Contractor starts in Working Drawer, Engineer transitions
Supplemental Specifications	SS- <i>yynnn</i>		Engineer
Environmental Drawer			
404 Application	404 Application		Engineer
Asbestos Abatement Report	Asbestos <i>nn</i>		Contractor
Clean Water Act Section 404 Permit	404 Permit <i>nn</i>		Engineer
Co-Permittee Certification Statement (Form 830215)	Co-Permittee - <i>contractor name</i>		Contractor
Endangered Species (Determination of Effect)	DOE		Engineer
Erosion and Sediment Control Basics (ESC Basics) trained individual(s)	ESC Basics <i>name</i>		Contractor & Engineer
Erosion Control Implementation Plan (ECIP)	ECIP <i>yymmdd</i>		Contractor starts in Working Drawer, Engineer transitions
Erosion Control Technician (ECT) trained individual(s)	ECT Cert <i>name</i>		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) form	NOD <i>ss</i>		Engineer
Iowa DNR's Notice to Proceed form	NTP <i>ss</i>		Engineer
NEPA	NEPA		Engineer
Notice of Discontinuation of a Storm Water Discharge (Form 830216)	NOD		Engineer
Notification of Demolition	Demo Notice <i>nn</i>		Contractor
NPDES General Permit No.2 from Iowa DNR	NPDES		Engineer
NRCS Permit	NRCS Permit		Engineer
Phase 1 Archeology	Archeology <i>ss</i>		Engineer
Registration of Minor, Nonrecurring Use of Water (DNR Form 20)	DNR Form 20		Contractor
SHPO	SHPO		Engineer
Storm Water Discharge Permit	Storm Permit		Engineer
Storm Water Notice of Intent (Public Notices)	Storm NOI		Engineer
Storm Water Site Inspection	SW <i>yymmdd</i>		Engineer

(Form 830214)			
Storm Water Pollution Prevention Plan Contractor's Certification (not necessary if included in plans, revision)	PPP <i>yymmdd</i>		Engineer
Wetland Report	Wetland report		Engineer
Estimates & Voucher Drawer (signature)			
Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)	Reimbursement <i>nnn</i>		PIRC / Engineer
Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)	240007 - <i>nn</i>		PIRC / Engineer
Claim for Reimbursement of Safe Routes to School Project Costs (Form 240009)	240009 - <i>nn</i>		PIRC / Engineer
Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)	240011 - <i>nn</i>		PIRC / Engineer
Final Estimate	Final Est		Engineer
Final Voucher	Final Voucher		Engineer
Pay Estimate	Est <i>nnn</i>		Engineer
Proof of Payment to Contractor	Payment <i>nnn</i>		Engineer
Progress Voucher	Voucher <i>nnn</i>		Engineer
Request for Early Release of Retained Funds	Retainage Release		Contractor
Semi-final Estimate	Semi-Final Est <i>nnn</i>		Engineer
Semi-final Voucher	Semi-final Voucher <i>nnn</i>		Engineer
Items Documentation Drawer			
<i>Contract items</i>	<i>Location on structure - nn</i>	Log of Piling Driven (formula - Form 830210)	Engineer
	<i>Location on structure - nn</i>	Log of Piling Driven (wave equation-Form 830209)	Engineer
	IM 363 <i>yymmdd</i>	ADA (Materials IM 363)	Contractor
	IIII Quantity	Generic (Sta to Sta) (Blank) (Form E001)	Engineer
		Area (SF) (Form E002)	Engineer
		Area (SY) (Form E003)	Engineer
		Volume (CY) (Form E004)	Engineer
		Lump Sum (LS) (Form E005)	Engineer
		Excavation Haul (CY) (Form E006)	Engineer
	Material - required, placed, yield (Blank) (Form E007)	Engineer	

		Compaction - M & D (CY) (Form E008)	Engineer
		Volume - disposal (Boulders) (CY) (Form E009)	Engineer
		Overhaul (Sta Yds) (Form E010)	Engineer
		Removed & Placed (CY) (Form E011)	Engineer
		Excavation - % shrink, lift (CY) (Form E012)	Engineer
		Compaction - lift (Sta) (Form E013)	Engineer
		Compaction - lift (Miles) (Form E014)	Engineer
		Compaction - lift (Tons) (Form E015)	Engineer
		Bridge Beam Placement (Each) (Form E016)	Engineer
		Lumber (MFBM) (Form E017)	Engineer
		Pipe (Blank) (Form E018)	Engineer
		AC Pavement Yield Checks (Tons) (Form E049)	Engineer
		Prime and Tack (Gal) (Form E020)	Engineer
		Piling - test (LS) (Form E021)	Engineer
		Subdrain - longitudinal (LF) (Form E022)	Engineer
		PCC Pavement Field Page (SY) (Form E023)	Engineer
		Sewers - lines (Blank) (Form E024)	Engineer
		Remove and Reinstall (Blank) (Form E025)	Engineer
		Pavement Markings (Sta) (Form E026)	Engineer
		Flaggers and Pilot Cars (Days) (Form E029)	Engineer
		Mobilization (Dollars) (Form E030)	Engineer
		Remove and Relocate (Blank) (Form E031)	Engineer
		Fertilizer and Mulch (Blank) (Form E033)	Engineer
		Overseeding - seed, fertilizer (Acres) (Form E034)	Engineer
		Native Grass and Wild Flowers (Acres) (Form E035)	Engineer
		Ditch Control (Sq) (Form E036)	Engineer
		Water Record (Mgal) (Form E037)	Engineer

	Landscape Plant Record (Each) (Form E038)	Engineer
	Generic (Blank) (Form E039)	Engineer
	Generic (Sq) (Form E041)	Engineer
	Tree & Shrub Furnish & Install (Each) (Form E041)	Engineer
	AC Pavements - shoulders (SY) (Form E042)	Engineer
//// Support E100	Drawings and Calculations (Form E100)	Engineer
//// Support E101	Drawings (Form E101)	Engineer
//// Support E102	Calculations (Form E102)	Engineer
//// Support E103	Clearing and Grubbing (Form E103)	Engineer
//// Support E104	Equipment Log (Form E104)	Engineer
//// Support E105	Fuel Adjustment Worksheet (Form E105)	Engineer
//// Support E109	Subgrade/Final Grade Checks (Form E109)	Engineer
//// Support E110	Depth Checks (Form E110)	Engineer
//// Support E111	PC Concrete Item Check List (Form E111)	Engineer
//// Support E112	Texture Tolerance Checks (Form E112)	Engineer
//// Support E113	Locating Tile Lines (Form E113)	Engineer
//// Support E116	Pile Cutoffs - length, identification (Form E116)	Engineer
//// Support E117	Pile Cutoffs - calculations (Form E117)	Engineer
//// Support E118	Structural Steel Placement (Form E118)	Engineer
//// Support E119	Deck Thickness & Steel Cover (Form E119)	Engineer
//// Support E123	Erosion and Landscaping Measurements (Form E123)	Engineer
//// Support E124	Seed Plots (Form E124)	Engineer
//// Support E125	Storm Water (Form E125)	Engineer
//// Support E127	Salvage and Removal of Buildings (Form E127)	Engineer
//// Support E128	Trainee Reimbursement - office (Form E128)	Engineer
//// Support E129	Remarks (Form E129)	Engineer
//// Support E132	Intake & Utility Access Log (Form E132)	Engineer
//// Support E133	Loop Detector Data Form (Form E133)	Engineer
//// Support E134	Plants & Planting Log - counties & cities use (Form E134)	Engineer

	//// Support E137	PCC Pavement Field Page (Form E137)	Engineer
	//// Support E138	PCC Structures Field Page (Form E138)	Engineer
	//// Support E140	Grooving Depth Checks (Form E140)	Engineer
	820912	Portland Cement Shipment Yield Report	Engineer
Materials Drawer (signature)			
Central Materials Input	Test Report <i>item description</i>	Sample Test Report where <i>item description</i> : <u>Black bar</u> <u>Epoxy coated rebar</u>	Central Materials
	HMA Aggregate Verification	HMA Aggregate Quality Verification	Central Materials
	HMA Binder Verification	HMA Binder Quality Verification	Central Materials
	PCC Verification <i>tested item</i>	PCC Verification test results	Central Materials
	Structures - Steel Piling Sample	Test Report	Central Materials
District Materials Input	Air and Slump Tally	Audit Air and Slump Tally	District Materials
	HMA Test Tally	Audit HMA Test Tally	District Materials
	IM 101	Audit IM 101	District Materials
	Gmm and Gmb Verification Summary	HMA Hot Box Verification	District Materials
	HMA IAP <i>sample type</i>	HMA Independent Assurance	District Materials
	HMA VAG <i>yymmdd or nn</i>	HMA Items – Verification Aggregate Gradations	District Materials
	PCC IAP <i>sample type</i>	PCC Independent Assurance	District Materials
	Profilograph Verification	Profilograph Verification	District Materials
Materials Acceptance Report	MAR		
Materials Source Report	MSR		Contractor
<i>Contract items</i>	<i>Ticket item description</i>	One example of a Materials Ticket	Engineer
	<i>Cert item description yymmdd</i>	Materials Certification where <i>item description</i> : Black rebar Epoxy coated rebar	Contractor
	//// Support E106	Scale Check	Engineer
	//// Support E107	Field Moisture Test	Engineer
	//// Support E108	Proctor Test	Engineer
	//// Support E120	Mobile Mixer Data	Engineer
	//// Support E121	ACC Mat Temperatures	Engineer
	//// Support E122	Bridge Deck Evaporation Report	Engineer
	//// Support E136	Incidental Seed, Mulch & Fertilizer	Engineer
	//// Support E139	Bridge Deck Observation	Engineer

		Report	
	//// Support E141	Maturity Record - (Grade)	Engineer
	//// Support M142	Maturity Meter Data Recording Sheet - (Grade)	Engineer
	//// Support M143	Maturity Meter Strength Development Curve - (Plant)	Engineer
	//// Support M144	Maturity Meter Validation Curve - (Plant)	Engineer
	//// Support E145	Structural Concrete Weekly (Grade)	Engineer
	800130	Concrete Core Measurement Report (9 pointing)	Engineer
	800131	ACC Thickness Q.I. Report	Engineer
	820150	PC Absolute Volume Calculations	Engineer
	820180	Aggregate Gradations	Engineer
	821258	M & D Embankment Construction - Nuclear	Engineer
	821297	Density Of Plastic PC Concrete - Nuclear	Engineer
	830212	PCC Ready Mix Concrete Truck Tickets	Engineer
	Fabrication Report	Fabrication Report	Central or District Materials
	Profilograph Report	Profilograph Report	Contractor
	PCC Paving - Thickness Report	Thickness report <i>yymmdd</i>	Engineer
	Structures - Steel Piling	Mill Cert Steel Piling <i>yymmdd</i>	Contractor
HMA Hamburg Test Results	Hamburg Verification x, z		Central/district materials
HMA Items – HMA Base Plant Report	HMA Base <i>yymmdd</i> or <i>nn</i>		Contractor
HMA Items - HMA Charts	HMA PWL Chart x		Contractor
HMA Items – HMA Intermediate Plant Report	HMA Inter <i>yymmdd</i> or <i>nn</i>		Contractor
HMA Items – HMA Surface Plant Report	HMA Surface <i>yymmdd</i> or <i>nn</i>		Contractor
HMA Items – Mix Design	HMA <i>intended use</i> Mix Design		District materials
HMA Items - Mix Temps (Small Quantities)	HMA Small Qty <i>yymmdd</i> or <i>nn</i>		Contractor
HMA Surface Patch	HMA Patch <i>yymmdd</i> or <i>nn</i> Note: In comment field note number of tons used for surface patch.		Contractor
PCC Paving – Beam Break Results (Form E114)	Beam break <i>yymmdd</i>		Engineer
PCC Paving – Air & Slump Test Results (Form E115)	Air and Slump Report <i>yymmdd</i>		Engineer
PCC Paving – Contractor Quality Control Plan	QCP		Contractor
PCC Paving – Maturity (Curves &	Maturity <i>yymmdd</i> or <i>nn</i>		Contractor starts in

Verification)			Working Drawer, Engineer transitions
PCC Paving – Mix Design	Mix Design <i>nn</i>		Contractor start in Working Drawer, District Materials transitions
PCC Paving – PCC Plant Report (Form 800240)	Plant Report <i>yymmdd</i> or <i>nn</i>		Contractor start in Working Drawer, Engineer transitions
PCC Paving – Plant Monitor Gradations	Monitor Gradation <i>yymmdd</i>		Engineer
PCC Paving – Time temperature factor readings	Daily maturity report <i>yymmdd</i>		Contractor start in Working Drawer, Engineer transitions
Soils verification test result	Soil test - <i>test type yymmdd</i>		Engineer
Soils quality control results	Soil quality - <i>test type yymmdd</i>		Contractor
Stockpile Materials	Stockpile Materials		Contractor start in Working Drawer, Engineer transitions
Structure – Air & Slump Test Results (Form 145)	Air and Slump Report <i>yymmdd</i>		Engineer
Structure - Mix Design	Mix Design <i>yymmdd</i> or <i>nn</i>		Contractor starts in Working Drawer, District Materials
Structure – PCC Plant Report (Form 800240)	Plant Report <i>yymmdd</i> or <i>nn</i>		Contractor start in Working Drawer, Engineer transitions
Structure – Plant Monitor Gradations	Monitor Gradation <i>yymmdd</i>		Engineer
Meetings Drawer			
Preconstruction Meeting/Sign In Information	Precon		Engineer or Contractor
Pre-pour Meeting Minutes	Prepour <i>yymmdd</i>		Engineer or Contractor
Progress Meeting Minutes	Progress meeting <i>yymmdd</i>		Engineer or Contractor
Payrolls Drawer			
<i>Contractor name</i>	PR WE <i>yymmdd</i>	Certified Transcript of Labor Payroll (Form 830176)	Contractor
<i>Subcontractor names</i>	PR WE <i>yymmdd</i>	Certified Transcript of Labor Payroll (Form 830176)	Contractor
Plans Drawer			
As-built	As-built		Engineer
As-let	As-let		Contracts

Plan Revisions	Revised Plan sheet ss <i>yymmdd</i>		Engineer
Project Cross Sections	X sections		Engineer/Contracts
Revisions (other than change by Change Order)	Revised Plan sheet ss <i>yymmdd</i>		Engineer
Project Closeout Drawer (signature)			
Audit of Final Pay Estimate (Form 830301)	301		Administering Office
Certificate of Completion and Final Acceptance of Agreement Work (Form 640003)	0003		Engineer
Certification of DBE Accomplishment (Form 102116)	116		Contractor
Certification of Subcontractor Payment (Form 518002)	518002		Contractor
Contract Quantity Agreement (Form 830230)	PQA <i>nn</i>		Engineer
Final Audit Checklist (3.910 Attachment F)	Attachment F		Engineer
Final Payment (Form 830436)	436		Engineer
Noncompliance Notice (Form 830245)	Noncompliance <i>nn</i>		Engineer
Noncomplying Test or Measurements of Materials Incorporated into the Project	Noncomplying Material		Engineer
Pre Audit Checklist (3.910 Attachment E)	Attachment E		Engineer
Statement of Completion and Final Acceptance of Work (Form 830435)	435		Engineer
Shop Drawings Drawer			
Cofferdam design (when required)	<i>(paran) Design no. description</i>		Contractor
Detail plans for falsework or centering support of steel structures (i.e. erection plans)	<i>(paran) Design no. description</i>		Contractor
Falsework for slab bridges	<i>(paran) Design no. description</i>		Contractor
Highway lighting	<i>(paran) Design no. description</i>		Contractor
Highway sign support structures (i.e. bridge type trusses, cantilevers trusses, & bridge mounts)	<i>(paran) Design no. description</i>		Contractor
Highway signing - Type A & B signs	<i>(paran) Design no. description</i>		Contractor
Highway signing steel breakaway posts	<i>(paran) Design no. description</i>		Contractor

Intermediate foundation improvement (IFI)(i.e. stone columns, geopiers, etc.)	<i>(paran) Design no. description</i>		Contractor
Misc. Bridge	<i>(paran) Design no. description</i>		Contractor
Misc. Soils Design	<i>(paran) Design no. description</i>		Contractor
MSE, segmental, & modular block retaining walls	<i>(paran) Design no. description</i>		Contractor
Precast concrete (i.e. deck panels, RCB culverts, noise wall panels, arch sections, etc.)	<i>(paran) Design no. description</i>		Contractor
Pre-engineered steel truss recreational trail bridge	<i>(paran) Design no. description</i>		Contractor
Reconstruction of substructure (detailed plans for supporting the superstructure)	<i>(paran) Design no. description</i>		Contractor
Removal of box girder bridges	<i>(paran) Design no. description</i>		Contractor
Soil nail & tie-back retaining walls	<i>(paran) Design no. description</i>		Contractor
Steel and aluminum pedestrian hand rails and aesthetic fences	<i>(paran) Design no. description</i>		Contractor
Steel Structures	<i>(paran) Design no. description</i>		Contractor
Structural erection manual	<i>(paran) Design no. description</i>		Contractor
Temporary sheet pile retaining wall	<i>(paran) Design no. description</i>		Contractor
Temporary shoring	<i>(paran) Design no. description</i>		Contractor
Tower lighting	<i>(paran) Design no. description</i>		Contractor
Traffic signalization	<i>(paran) Design no. description</i>		Contractor
Architectural concrete sealer samples and manufacturer data	<i>(paran) Design no. description</i>		Contractor
Architectural concrete texture form liner samples and drawings	<i>(paran) Design no. description</i>		Contractor
Architectural mock-ups	<i>(paran) Design no. description</i>		Contractor
Architectural ornamental brick	<i>(paran) Design no. description</i>		Contractor
Architectural paint color samples and manufacturer data	<i>(paran) Design no. description</i>		Contractor
Architectural paving	<i>(paran) Design no. description</i>		Contractor
Bridge components	<i>(paran) Design no. description</i> Where <i>(paran)</i> is the project paran number, not the contract. Where the Design number is added only when applicable. Where <i>description</i> is: Expansion Joint Device- Extrusions Expansion Joint Device- Extrusions Metal Railing - Steel Metal Railing - Steel/Aluminum Metal Railing -		Contractor

	Steel/Aluminum/Stainless Steel Covered Plates Welded Wire Bridge Fence Panels Cross Frames / Diaphragms Finger Joint Devices (includes Reinforced Neoprene Trough) Thread Plates Pintle Plates Sole Plates Curved Sole Plates Masonry Plates Bridge Floor Drains Self-Lubricating Bronze Plates Disc Bearings Pot Bearing Assemblies Bearing Assemblies - Castings Steel Laminated Elastomeric Bearing Pads Walkway Inspection (River Crossing Bridges)		
Traffic Control Drawer			
Contractor's Traffic Control Daily Diary	TC Diary WE <i>yymmdd</i>		Contractor
Traffic Control Monitor Diary (Form E126)	TC Monitor WE <i>yymmdd</i>	E126 - Traffic Surveillance	Engineer
ATSSA or IMSA Work Zone Traffic Control trained individuals	TC Tech Cert - <i>tech name</i>		Contractor
Weekly Reports Drawer (signature)			
Notice to Proceed (Form 830237)	Notice to Proceed <i>nn</i>		Engineer
Notice of Suspension or Resumption of Work (Form 810036)	Suspend/Resume Notice <i>nn</i>		Engineer
Structures Weekly Grade Report (Form 830242)	structure Grade report WE <i>yymmdd</i>		Engineer
Weekly Report of Working Days (for Incentive/Disincentive Clause) (Form 830241)	WDR WE <i>yymmdd</i>		Engineer
Weekly Report of Working Days (Form 830238)	WDR WE <i>yymmdd</i>		Engineer
Working Drawer			
No types			