

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 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 Submits
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	Resolution Title		Engineer
FMIS Federal-aid Project Modification (Amend Mod)	FMIS AM nn		Administering Office
FMIS Federal-aid Project Modification (Closure Document)	FMIS Closure		Administering Office

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
FMIS Federal-aid Project Agreement (FMIS Document)	FMIS Doc		Administering Office
Funding Agreements	Funding Agreement nn		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 nn		Engineer
Statement of Force Account (Form 181213)	FA nn		Engineer
Contract Documents Drawer			
Addendum	Addendum ddmmbbb.ann		Engineer
Contract	Contract		Engineer
Contractor Evaluation	Evals - contractor name		Engineer
Contractor's Bond	Bond		Engineer
Contractor's Liability Insurance	Insurance		Engineer
Correspondence -Misc	<i>yymmdd subject</i>		All
DBE Commercially Useful Function Checklist (Form 517014)	CUF contractor name nn		Engineer
Developmental Specifications	DS-yynnn		Engineer
Estimating Proposal	Est Proposal		Engineer
Field Review Reports	Field Review yymmdd		Administering Office / Local Systems
Final Highway Funding Sources	Funding Sources		Administering Office
Haul Road Designation	Haul Road Permit		Engineer
Night Work Plan and Approval	Night Work Plan		Contractor
Predetermined Wage Rate	IA-yyn.n		Engineer
Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)	EEO site inspection contractor name yymmdd		Engineer
Project Information Sheet	ProjInfo		Engineer
Project Schedule	Schedule yymmdd		Contractor
Sales Tax Exempt Certs	Sales Tax Exempt - contractor name		Engineer
Special Provisions	SP-yydnnn		Engineer
Statement of DBE Commitments (Form 102115)	DBE Commitment		Engineer
Statement of DBE Commitments for Locally-Procured Federal-aid Contracts (Form 517012)	DBE Commitment-local let		Engineer
Subcontract Request (Form 830231)	Subcon - subcontractor name		Contractor starts in Working Drawer, Engineer transitions
Supplemental Specifications	SS-yynnn		Engineer
Environmental Drawer			
404 Application	404 Application		Engineer
Asbestos Abatement Report	Asbestos nn		Contractor

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
Clean Water Act Section 404 Permit	404 Permit nn		Engineer
Co-Permittee Certification Statement (Form 830215)	Co-Permittee - contractor name		Contractor
Endangered Species (Determination of Effect)	DOE		Engineer
Erosion and Sediment Control Basics (ESC Basics) trained individual(s)	ESC Basics name	Certification(s) from Erosion Control Class	Contractor & Engineer
Erosion Control Implementation Plan (ECIP)	ECIP yymmdd		Contractor starts in Working Drawer, Engineer transitions
Erosion Control Technician (ECT) trained individual(s)	ECT Cert name		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 ss		Engineer
Iowa DNR's Notice to Proceed form	NTP ss		Engineer
NEPA	NEPA		Engineer
Notice of Discontinuation of a Storm Water Discharge (Form 830216)	NOD		Engineer
Notification of Demolition	Demo Notice nn		Contractor
NPDES General Permit No.2 from Iowa DNR	NPDES		Engineer
NRCS Permit	NRCS Permit		Engineer
Phase 1 Archeology	Archeology ss		Engineer
Registration of Minor, Nonrecurring Use of Water (DNR Form 20)	DNR Form 20		Contractor
SHPO	SHPO		Engineer
Sovereign Lands Permit	Sovereign Lands Permit		Engineer
Storm Water Discharge Permit	Storm Permit		Engineer
Storm Water Notice of Intent (Public Notices)	Storm NOI		Engineer
Storm Water Site Inspection (Form 830214)	SW yymmdd		Engineer
Storm Water Pollution Prevention Plan Contractor's Certification (not necessary if included in plans, revision)	PPP yymmdd		Engineer
Wetland Report	Wetland report		Engineer
Estimates and Voucher Drawer			
Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)	Reimbursement nnn	Include all three required documents in one file; copy of canceled check, progress payment, or Invoice	PIRC / Engineer
Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)	240007 - nn		PIRC / Engineer

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
Claim for Reimbursement of Safe Routes to School Project Costs (Form 240009)	240009 - nn		PIRC / Engineer
Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)	240011 - nn		PIRC / Engineer
Pay Estimate	Est nnn		Engineer
Proof of Payment to Contractor	Payment nnn		Engineer
Progress Voucher	Voucher nnn		Engineer
Request for Early Release of Retained Funds	Retainage Release		Contractor
Stockpile Materials	Stockpile Materials		Contractor
Items and Materials Documentation Drawer			
Central Materials Input	Test Report item description	Sample Test Report where item description: <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 tested item	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	Engineer starts in Working Drawer
	Gmm and Gmb Verification Summary	HMA Hot Box Verification	District Materials
	HMA IAP sample type	HMA Independent Assurance	District Materials
	HMA VAG yymmdd or nn	HMA Items - Verification Aggregate Gradations	District Materials
	PCC IAP sample type	PCC Independent Assurance	District Materials
	Profilograph Verification	Profilograph Verification	District Materials
Materials Acceptance Report	MAR		
Materials Source Report	MSR		Contractor
<i>Contract items</i>	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

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
		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

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
		AC Pavements - shoulders (SY) (Form E042)	Engineer
	Drawings and Calculations (Form E100)		Engineer
	Drawings (Form E101)		Engineer
	Calculations (Form E102)		Engineer
	Clearing and Grubbing (Form E103)		Engineer
	Equipment Log (E104)		Engineer
	Fuel Adjustment Worksheet (E105)		Engineer
	Scale Check (E106)		Engineer
	Field Moisture Test (E107)		Engineer
	Proctor Test (E108)		Engineer
	Subgrade/Final Grade Checks (E109)		Engineer
	Depth Checks (E110)		Engineer
	PC Concrete Item Check List (E111)		Engineer
	Texture Tolerance Checks (E112)		Engineer
	Locating Tile Lines (E113)		Engineer
	Pile Cutoffs - length, identification (E116)		Engineer
	Pile Cutoffs - calculations (E117)		Engineer
	Structural Steel Placement (E118)		Engineer
	Deck Thickness & Steel Cover (E119)		Engineer
	Mobile Mixer Data (E120)		Engineer
	ACC Mat Temperatures (E121)		Engineer
	Bridge Deck Evaporation Report (E122)		Engineer
	Erosion and Landscaping Measurements (E123)		Engineer
	Seed Plots (E124)		Engineer
	Storm Water (E125)		Engineer
	Salvage and Removal of Buildings (E127)		Engineer
	Trainee Reimbursement - office (E128)		Engineer
	Remarks (E129)		Engineer
	Intake & Utility Access Log (E132)		Engineer
	Loop Detector Data Form (E133)		Engineer
	Plants & Planting Log - counties & cities use (E134)		Engineer
	Incidental Seed, Mulch & Fertilizer (E136)		Engineer
	PCC Pavement Field Page (E137)		Engineer
	PCC Structures Field Page (E138)		Engineer
	Bridge Deck Observation Report (E139)		Engineer
	Grooving Depth Checks (E140)		Engineer

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
	Maturity Record - (Grade) (E141)		Engineer
	Maturity Meter Data Recording Sheet - (Grade) (E142)		Engineer
	Maturity Meter Strength Development Curve - (Plant) (M143)		Engineer
	Maturity Meter Validation Curve - (Plant)(M144)		Engineer
	Structural Concrete Weekly (Grade) (E145)		Engineer
	IM 363 yymmdd	ADA (Materials IM 363)	Contractor
	Ticket item description	One example of a Materials Ticket	Engineer
	Cert <i>item</i> description yymmdd	Materials Certification where <i>item description</i> : Black rebar, Epoxy coated rebar	Contractor
	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
	820912	Portland Cement Shipment Yield Report	Engineer
	821258	M & D Embankment Construction - Nuclear	Engineer
	821297	Density Of Plastic PC Concrete - Nuclear	Engineer
	<i>Location on structure - nn</i>	Log of Piling Driven (wave equation-Form 830209)	Engineer
	<i>Location on structure - nn</i>	Log of Piling Driven (formula - Form 830210)	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	Engineer
	Structures - Steel Piling	Mill Cert Steel Piling	Contractor
Borrow verification test result	Borrow verification - test type yymmdd		Contractor
Borrow quality control results	Borrow QC - test type yymmdd		Engineer
Contractor Furnished Borrow Report	Borrow report nn		Contractor
HMA Hamburg Test Results	Hamburg Verification x, z		Central / District Materials
HMA Items - HMA Base Plant Report	HMA Base yymmdd or nn		Contractor
HMA Items - HMA Charts	HMA PWL Chart x		Contractor
HMA Items - HMA Intermediate Plant Report	HMA Inter yymmdd or nn		Contractor
HMA Items - HMA Surface Plant Report	HMA Surface yymmdd or nn		Contractor
HMA Items - Mix Design	HMA intended use Mix Design #		District Materials

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
HMA Items - Mix Temps (Small Quantities)	HMA Small Qty yymmdd or nn		Contractor
HMA Surface Patch	HMA Patch yymmdd or nn Note: In comment field note		Contractor
PCC Paving / Structure - Beam Break Results (Form E114)	Beam break yymmdd		Engineer
PCC Paving - Air & Slump Test Results (Form E115)	Air and Slump Report yymmdd		Engineer
PCC Paving - Contractor Quality Control Plan	QCP		Contractor
PCC Paving / Structure - Maturity (Curves & Verification)	Maturity Type of Mix yymmdd or nn	Original, verification number	Contractor start in Working Drawer, Engineer transitions
PCC Paving - Mix Design	Mix Design Type of Mix nn		Contractor start in Working Drawer, District Materials transitions
PCC Paving - PCC Plant Report (Form 800240)	Plant Report yymmdd or nn		Contractor start in Working Drawer, Engineer transitions
PCC Paving - Plant Monitor Gradations	Monitor Gradation yymmdd		Engineer
PCC Paving / Structure - Time temperature factor readings	Daily maturity report yymmdd		Contractor start in Working Drawer, Engineer transitions
Soils verification test result	Soil verification - test type yymmdd		Engineer
Soils quality control results	Soil QC - test type yymmdd		Contractor
Structure - Air & Slump Test Results (Form 145)	Air and Slump Report yymmdd		Engineer
Structure - Mix Design	Mix Design Type of Mix yymmdd or nn		Contractor starts in Working Drawer, District Materials transitions
Structure - PCC Plant Report (Form 800240)	Plant Report yymmdd or nn		Contractor start in Working Drawer, Engineer transitions
Structure - Plant Monitor Gradations	Monitor Gradation yymmdd		Engineer
Structures Weekly Grade Report (Form 830242)	Structure Grade Report WE yymmdd		Engineer
Meetings Drawer			
Preconstruction Meeting/Sign In Information	Precon		Engineer or Contractor
Pre-pour Meeting Minutes	Prepour yymmdd		Engineer or Contractor
Progress Meeting Minutes	<i>Progress meeting yymmdd</i>		Engineer or Contractor
Payrolls Drawer			
<i>Contractor name</i>	PR WE yymmdd	Certified Transcript of Labor Payroll (Form 830176) (Non-cash fring add supporting document for each item).	Contractor
<i>Subcontractor names</i>	PR WE yymmdd	Certified Transcript of Labor Payroll (Form 830176) (Non-cash fring add supporting document for each item).	Contractor

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
Plans Drawer			
As-advertised	As-adv		Engineer
As-built	As-built		Engineer
As-let	As-let		Engineer
Plan Revisions	Revised Plan sheet ss yymmdd		Engineer
Project Cross Sections	X sections		Engineer
Revisions (other than change by Change Order)	Revised Plan sheet ss yymmdd		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)	3		Engineer
Certification of DBE Accomplishment (Form 102116)	116		Contractor start in Working Drawer, Engineer transitions
Certification of Subcontractor Payment (Form 518002)	518002		Contractor
Contract Quantity Agreement (Form 830230)	PQA nn		Engineer
Final Audit Checklist (3.910 Attachment F)	Attachment F		Engineer
Final Estimate	Final Est		Engineer
Final Payment (Form 830436)	436		Engineer
Final Voucher	Final Voucher		Engineer
Interest Payment Information (Form 830236)	Interest Payment		Engineer
Noncompliance Notice (Form 830245)	Noncompliance nn		Engineer
Noncomplying Test or Measurements of Materials Incorporated into the Project	Noncomplying Material		Engineer
Pre Audit Checklist (3.910 Attachment E)	Attachment E		Engineer
Semi-final Estimate	Semi-Final Est nnn		Engineer
Semi-final Voucher	Semi-final Voucher nnn		Engineer
Statement of Completion and Final Acceptance of Work (Form 830435)	435		Engineer
Shop Drawings Drawer			
Cofferdam design (when required)	<i>ppp Design no. description</i>		Contractor
Detail plans for falsework or centering support of steel structures (i.e. erection plans)	<i>ppp Design no. description</i>		Contractor
Falsework for slab bridges	<i>ppp Design no. description</i>		Contractor
Highway lighting	<i>ppp Design no. description</i>		Contractor

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
Highway sign support structures (i.e. bridge type trusses, cantilevers trusses, & bridge mounts)	<i>ppp Design no. description</i>		Contractor
Highway signing - Type A & B signs	<i>ppp Design no. description</i>		Contractor
Highway signing steel breakaway posts	<i>ppp Design no. description</i>		Contractor
Intermediate foundation improvement (IFI)(i.e. stone columns, geopiers, etc.)	<i>ppp Design no. description</i>		Contractor
Misc. Bridge	<i>ppp Design no. description</i>		Contractor
Misc. Soils Design	<i>ppp Design no. description</i>		Contractor
MSE, segmental, & modular block retaining walls	<i>ppp Design no. description</i>		Contractor
Precast concrete (i.e. deck panels, RCB culverts, noise wall panels, arch sections, etc.)	<i>ppp Design no. description</i>		Contractor
Pre-engineered steel truss recreational trail bridge	<i>ppp Design no. description</i>		Contractor
Reconstruction of substructure (detailed plans for supporting the superstructure)	<i>ppp Design no. description</i>		Contractor
Removal of box girder bridges	<i>ppp Design no. description</i>		Contractor
Soil nail & tie-back retaining walls	<i>ppp Design no. description</i>		Contractor
Steel and aluminum pedestrian hand rails and aesthetic fences	<i>ppp Design no. description</i>		Contractor
Steel Structures	<i>ppp Design no. description</i>		Contractor
Structural erection manual	<i>ppp Design no. description</i>		Contractor
Temporary sheet pile retaining wall	<i>ppp Design no. description</i>		Contractor
Temporary shoring	<i>ppp Design no. description</i>		Contractor
Tower lighting	<i>ppp Design no. description</i>		Contractor
Traffic signalization	<i>ppp Design no. description</i>		Contractor
Architectural concrete sealer samples and manufacturer data	<i>ppp Design no. description</i>		Contractor
Architectural concrete texture form liner samples and drawings	<i>ppp Design no. description</i>		Contractor
Architectural mock-ups	<i>ppp Design no. description</i>		Contractor
Architectural ornamental brick	<i>ppp Design no. description</i>		Contractor
Architectural paint color samples and manufacturer data	<i>ppp Design no. description</i>		Contractor
Architectural paving	<i>ppp Design no. description</i>		Contractor
Bridge components	<p><i>ppp Design no. description</i></p> <p>Where the Design number is added only when applicable. Where description is:</p> <p>Expansion Joint Device-Extrusions</p> <p>Expansion Joint Device-Extrusions</p> <p>Metal Railing - Steel</p> <p>Metal Railing - Steel/Aluminum</p> <p>Metal Railing - Steel/Aluminum/Stainless Steel</p>		Contractor

Drawer and Type	Title / File Naming	Document / Comments	Who Submits
	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 yymmdd		Contractor
Traffic Control Monitor Diary (Form E126)	TC Monitor WE yymmdd	E126 - Traffic Surveillance	Engineer
ATSSA or IMSA Work Zone Traffic Control trained individuals	TC Tech Cert - tech name		Contractor
Weekly Reports Drawer (signature)			
Inspector's Daily Diary Report	IDR <i>yymmdd name</i>		Inspector
Daily Work Reports	DWR <i>yymmdd</i>		Engineer
Notice to Proceed (Form 830237)	Notice to Proceed nn		Engineer
Notice of Suspension or Resumption of Work (Form 810036)	Suspend/Resume Notice nn		Engineer
Weekly Report of Working Days (for Incentive/Disincentive Clause) (Form 830241)	WDR ss WE yymmdd		Engineer
Weekly Report of Working Days (Form 830238)	WDR ss WE yymmdd	Add Daily Diary as attachment support document. After 10 days mark approved by Engineer	Engineer
Working Drawer			