

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	Type	File Name	Comments	Who Submits
Agreement and Resolutions				
	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-county number - 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
	Railroad Agreement	<i>railroad name</i>		Engineer/PIRC
	Resolutions	<i>Resolution Title</i>		Engineer/PIRC

Drawer Name	Type	File Name	Comments	Who Submits
Change Order			For Force Account, upload force account form and related documents as supporting documents to the change order	
	Change Order	CO nn	For projects not using the Appia-Doc Express integration: CO Form 831240 or Appia Change Order. See Change Order Instructions and Chart in "00 Doc Express Instructions" in Doc Express.	Engineer
	Change Order	change_order-n-yyyyymmdd	For projects using the Appia-Doc Express integration (required for county projects let January 2024 or later): The file name stays the same as named by Appia. I.E. change_order-1-20240809	Engineer
Contract Documents				
	Addendum	Addendum ddmmbbb.Ann		Local Systems
	Appia Project Setup File (.json)	Appia Project Setup File (ppp)	Import file for Appia Setup	Local Systems
	Contractor's Liability Insurance	Insurance nn	Renewal Certificate (not original certificate)	Contractor
	Contractor Evaluation	Evals	Upload all evaluations as one document	Engineer
	Correspondence -Misc	yymmdd subject		All
	DBE Commercially Useful Function Checklist (Form 517014)	CUF contractor name nn		Engineer
	DBE Commitment Report	DBE Commitment		Local Systems
	Developmental Specifications	DS-yynnn		Local Systems
	Estimating Proposal	Est Proposal		Local Systems
	Field Review Reports	Field Review yymmdd		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-nn.n		Local Systems
	Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)	EEO Site Inspection contractor name yymmdd		Engineer
	Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)	Wage Rate Interview contractor name yymmdd		Engineer
	Project Information Sheet	ProjInfo		Engineer
	Project Schedule	Schedule yymmdd		Contractor
	Sales Tax Exempt Certificate(s) and AA/EEO Poster	Sales Tax Exempt Certs and AA/EEO Poster nn	Upload as one document	PIRC
	Special Provisions	SP-yynnn		Local Systems
	Subcontractor Request and Approval	Subcontract Approvals nn	.pdf only (not .con file)	Local Systems at time of contract signing, otherwise Engineer
	Supplemental Specifications	SS-yynnn		Local Systems

Drawer Name	Type	File Name	Comments	Who Submits
Contract Signing				
	Contract	BO <i>nnn contract id letting date</i> CONTRACT		Contracts and Specifications
	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
Diaries				
			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
Environmental				
	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
	Co-Permittee Certification Statement (Form 830215)	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)	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
	Storm Water Site Inspection (Form 830214)	SW <i>yymmdd</i>		Engineer

Drawer Name	Type	File Name	Comments	Who Submits
	Storm Water Pollution Prevention Plan	PPP yymmdd	For new PPPs after the letting or revisions to the PPP in the plans.	Engineer
	Wetland Report	Wetland Report		Engineer
Estimates and Vouchers				
	Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)	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
	Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)	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
	Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)	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>	For projects not using the Appia-Doc Express Integration	Engineer/PIRC
	Progress Voucher	payment-n-yyyyymmdd	For projects using the Appia-Doc Express Integration (required for county projects let January 2024 or later), the file name stays as named by Appia.	Engineer/PIRC
	Stockpiled Materials	Stockpiled Materials	Invoices for materials	Contractor
Items and Materials Documentation				
	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

Drawer Name	Type	File Name	Comments	Who Submits
	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
		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	
	Request for Materials Inspection (Form 519324)	Request for Materials Inspection		Engineer
	Source of Materials Report	MSR		Contractor
	<i>Contract Items</i> Select appropriate contract item(s) that upload applies to.	Calculations <i>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>	E Sheet Support Form where description = form title. Examples: HMA Mat Temperatures, Air and Slump Tests, Bridge Deck Evaporation Report, Depth Checks, Etc.	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

Drawer Name	Type	File Name	Comments	Who Submits
	Contract Items Select appropriate contract item(s) that upload applies to.	Quantity	Summary of Item quantity postings. Upload E Form or Appia Item Quantity Summary	Engineer
		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
		Ticket <i>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

Drawer Name	Type	File Name	Comments	Who Submits
	Structures - Plant Monitor Gradation	Monitor Gradation <i>yymmdd</i>	Also link upload to Contract Item	Engineer
	Structures Weekly Grade Report (Form 830242)	Structure Grade Report WE <i>yymmdd</i>	Also link upload to Contract Item	Engineer
Meetings				
	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
Payrolls				
	<i>Contractor name</i>	PR <i>nnn</i> WE <i>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</i> WE <i>yymmdd</i> Revision	DO NOT REMOVE the original payroll or any previous revision	Contractor
Plans				
	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
Project Closeout				
			See Project Closeout Chart in "00 Doc Express Instructions" in Doc Express	
	Audit of Final Pay Estimate (Form 830301)	301		Administering Bureau
	Certificate of Completion and Final Acceptance of Agreement Work (Form 640003)	0003		Engineer
	Certification of DBE Accomplishment (Form 102116)	116	Contractor signs electronically in Doc Express	Contractor
	Certification of Subcontractor Payment (Form 518002)	518002	Contractor signs electronically in Doc Express	Contractor
	Checklist and Certification for the Utilization of Targeted Small Businesses	TSB Checklist		Engineer
	Contract Quantity Agreement (Form 830230)	CQA <i>nn</i>		Engineer
Final Estimate		Final Est		Engineer
	Final Forms Checklist (6.110 Attachment F)	Attachment F		Engineer
	Final Payment (Form 830436)	436		Engineer
	Final Voucher	Final Voucher	For projects not using the Appia-Doc Express Integration	Engineer
	Final Voucher	payment-n-yyyyymmdd	For projects using the Appia-Doc Express Integration (required for county projects let January 2024 or later), the file name stays as named by Appia.	Engineer

Drawer Name	Type	File Name	Comments	Who Submits
	Interest Payment Information (Form 830236)	Interest Payment		Engineer
	Noncompliance Notice (Form 830245)	Noncompliance <i>nn</i>		Engineer
	Noncomplying Test or Measurements of Materials Incorporated into the Project	Noncomplying Material		Engineer
	Request for Early Release of Retained Funds	Retainage Release		Contractor starts in Working Drawer, Engineer transitions
	Required Local Public Agency Project Documentation & Pre-Audit Checklist	Attachment E		Engineer
Semi-Final Estimate		Semi-Final Est <i>nnn</i>		Engineer
	Semi-Final Voucher	Semi-final Voucher <i>nnn</i>	For projects not using the Appia-Doc Express Integration	Engineer
	Semi-Final Voucher	payment-n-yyyyymmdd	For projects using the Appia-Doc Express Integration (required for county projects let January 2024 or later), the file name stays as named by Appia.	Engineer
	Statement of Completion and Final Acceptance of Work (Form 830435)	435		Engineer
Right of Way Acquisition			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
Shop Drawings				

Drawer Name	Type	File Name	Comments	Who Submits
	<i>Contract Items</i>	<i>Component Description</i>	Select appropriate contract item(s) that shop drawing pertains to	Contractor
Traffic Control				
	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
	Traffic Control Monitor (Form E126)	TC Monitor WE <i>yymmdd</i>		Engineer
	Traffic Control Technician Certification	TC Tech Cert - <i>tech name</i>		Contractor
Weekly Reports				
	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
	Weekly Report of Working Days (for Incentive/Disincentive Clause) (Form 830241)	WDR <i>ss WE yymmdd</i>		Engineer
	Weekly Report of Working Days	WDR <i>ss WE yymmdd</i>	Weekly Report of Working Days (Form 830238) or Time Charges for Working Days (Appia)	Engineer
Working		<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