|  |  |  |
| --- | --- | --- |
| **LIST OF FORMS** | | |
| **Number** | **Title** | **Date** |
| DMP 201 | Electronic File Naming Convention |  |
| DMP 310FA | Project Document Retention Log |  |
| DMP 310FB | Office Document Retention Log |  |
| DM902F | Distribution List |  |

## 

## 1.1 General

This procedure is established to control the method of receiving, checking, recording, filing and distributing project documents in order to ensure that the most current, approved information is being utilized for the Design-Build Project design and construction activities.

## 1.2 definitions

|  |  |
| --- | --- |
| **Amendment Documents** | Field Design Changes (FDC), Notice of Design Change (NDC) or drawing revisions. These documents are utilized to document design changes made to design documents after approval. |
| **As-Built** | The process of documenting (on the appropriate design document) minor changes to installed commodities that occur during installation that fall outside the scope of FDC’s or NDC’s. |
| **Contract Documents** | As specified in the Request for Proposals (RFP), including revisions made by change orders. |
| **Construction Documents** | Documents including Non-Conformance Reports (NCR), monthly reports, submittals, test reports, test results, Request for Information (RFI), Field Design Changes (FDC), Notice of Traffic Control Change (NTCC), Notice of Design Changes (NDC) and other correspondence to/from the MnDOT and subcontractors. |
| **Correspondence and Transmittal Log** | The correspondence and transmittal log is a list of correspondence and transmittals to and from the MnDOT, Contractor, Designer and subcontractors relating to construction documentation. |
| **Design Documents** | Documents including design drawings, special provisions, special management plans, other reports and shop drawings required for construction. |
| **Document Control** | The **Document Control Manager’s** file containing all project documents, including copies of all void documents. |
| **Information Only Document** | A document stamp which indicates the affected document shall not be used for construction. |
| **Released for Construction (RFC) Distribution Log** | The RFC Distribution Log is the list of current revisions of design documents that have been received and distributed by the **Document Control Manager**. |

**BACKGROUND AND INTRODUCTION (OPTIONAL)**

The project will generate three separate filing systems.

1. **Hardcopy files** will be maintained by Document Management.
2. An **electronic database** will be used to file digital images of all deliverables, communications, forms and other documents that are associated with the project and that can be digitized.
3. **Electronic working files** are created in MSWord and Excel and other software; these files are not intended to contain final deliverable documents. These files must be stored on a server in a manner that is consistent across the disciplines and that allows the files to be found easily as the project progresses.

**RELATED DOCUMENTS**

None.