



District 4 District Maintenance
Electronic Document Management System
(EDMS)
Local Procedures



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FLORIDA DEPARTMENT OF TRANSPORTATION
District 4

District 4 District Maintenance
EDMS QC/QA Local Procedure

This document describes the Electronic Document Management System (EDMS) Quality Control (QC)/Quality Assurance (QA) processes for the District Maintenance Business Area in District 4. This area is in the District Maintenance Office. This section is supported by staff that will assist in the EDMS archiving process.

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DEFINITIONS

The following loosely defines the roles of different users in the EDMS. These definitions are not meant to replace any official Groups and Roles developed for the EDMS.

Application Owner – Individual who is responsible for the Business Area.

State Maintenance Engineer – Rudy Powell

EDMS Administrator – Individual from the Office of Information Systems in each District that is responsible for maintaining user security and maintenance of the EDMS application.

Workstation Supervisor - Radame "Tito" Gutierrez

Document Owner – Individual who possesses a document requiring archiving in the EDMS.

District Maintenance Personnel

Application Coordinator – a responsible individual, often the Section Head/Office Manager, who holds the ultimate responsibility of ensuring the processes and procedures outlined in this document are followed.

Maintenance Contracts Administrator – Kim Gutierrez

Retention Manager – a responsible individual, who will have the right to remove documents from the EDMS archive in accordance with department procedures and policies.

District Records Coordinator – Jacquelyn "Jackie" Burrows

QC Reviewer – individual(s) appointed by the Application Coordinator to perform the QC/QA procedures outlined herein.

- I. In-House generated documents: District Maintenance Personnel***
- II. Consultants: QC Reviewer***

Capture/Index Operator – individual(s) responsible for scanning and attributing documents, typically a member of the administrative support staff.

- I. In-House generated documents: Joy Wilson***
- II. Consultants: Determined by Consultant***

Final Acceptance Personnel (For all Consultant's Projects) – individual(s) within Maintenance that will accept all documents Consultants have delivered.

Administrative Support – Joy Wilson

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Each District/Section shall have a responsible **Application Coordinator** who can coordinate decisions regarding different aspects of District Maintenance, including but not limited to:

1. Identifying the specific documents that are to be archived.
2. Defining attribution of documents by maintaining the Attribution Standards for the District/Section.
3. Assigning personnel to EDMS roles such as Capture/Index Operator and QC/QA Reviewer.
4. Determining necessary level of QC/QA.
5. Destruction of paper documents.
6. Deletion of published documents, specifically if a QC/QA reveals the need to rescan.
7. Review of EDMS documents for destruction as retention is met.
8. Coordination with District Application Coordinator and District EDMS Coordinator(s) as needs arise.

These items are discussed in detail below.

Should a need arise or should it become more efficient to combine sections, the District Application Coordinator(s) will review the situation and make arrangements as necessary.

1. IDENTIFYING DOCUMENTS

The Application Coordinator shall determine, or appoint an individual able to recognize documents by Group and Type to determine, the specific documents for the section that the Capture/Index Operator will scan, including providing the actual attributes per document OR direction on using the Attribution Standards such that the Capture/Index Operator can determine the attributes on their own. The Application Coordinator, or appointee, shall also provide guidance where discrepancies and questions arise. The Application Coordinator may also assign the Capture/Index Operator to sort and organize files prior to beginning scanning, including back file conversion of documents currently stored in Central Files.

1.1. DOCUMENT TRACKING PROCESS

Each District/Section(s) should establish a simple provisional tracking system for the paper documents that are to be scanned. Each District/Section can develop its own system but it should include at least the following process:

- ✓ After scanning, paper documents should have an identifier, either unique or generic, which could be a label, stamp, or some other tag/mark, such that it will appear on the document. This identifier will show the document as having already been scanned and archived/attributed, as well as distinguish between original paper documents that will or will not be archived. This identifier shall allow users to recognize EDMS stored documents awaiting further disposition. Documents in this status are still maintained according to state statutes and regulations. Furthermore, all documents having been scanned and/or attributed will be tracked in an Excel Spreadsheet to distinguish it from those that are "to be scanned" vs. those that "have been scanned".
- ✓ Application Coordinators may choose to scan documents on a daily or weekly basis as mail comes into the office, or they may choose to scan entire files once a project is complete for that section (e.g. once it goes to construction, or the inspection has been accepted). The Application Coordinators may also choose when to destroy the original

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paper document, either after it is scanned, or at a specific point in the life of a project (e.g. once a project goes to construction). However, this destruction of paper documents must follow the procedure as outlined below. Application Coordinators/Retention Managers should keep in mind that the intent of the EDMS is to eliminate paper and reduce the need for storage space. They should work toward an efficient process of scanning and destroying paper documents while maintaining an efficient daily work flow and ensuring the quality of electronic documents.

2. ATTRIBUTION STANDARDS

Part of the QC/QA procedure is the attached **District Maintenance EDMS Naming Conventions and Attribution** (Attribution Standards), which defines attribution standards for each of the District Maintenance Groups and Types. The Attribution Standards provide general rules for each District/Section to follow when filling in the attribution fields. It also provides more specific Document Names and Subject Descriptions for applicable Groups and Types to ensure consistent attribution. Where sections overlap or share Groups and Types, each section has its own definitions. Finally, in order to determine which section is the owner of a specific type of document, consult the **Application Coordinator**. This should minimize duplication of documents in the system.

The District Maintenance Application Coordinator shall act as the owner of the Attribution Standards and make additions, changes or corrections as the need arises, either at the request of a Section/Retention Manager or based on statewide changes to the EDMS.

Prior to beginning the archiving process, the following should be reviewed and understood by the Application Coordinators, Retention Managers, as well as QC Reviewers and Capture/Index Operators:

- ✓ All documents saved in the EDMS shall be stored in Portable Document Format (PDF) with a minimum resolution of 300 dots per inch (DPI). Where possible, optical character recognition (OCR) PDF is preferred.
- ✓ Documents saved in the EDMS as PDF file format shall be image files created by scanning, or print to PDF. The PDF file is to be created with compatibility to Adobe version 5.0 or higher.

Please refer to the [References and Further Information](#) section of this document on where to find more details regarding the above items.

2.1.MAINTAINING ATTRIBUTION STANDARDS

The Application Coordinator shall define the Document Name and Subject Description for each Document Type under the corresponding Responsible Section. As the need to make additions/changes to the Attribution Standards arises, the Application Coordinator shall notify the appropriate personnel of the changes made.

3. ASSIGNING PERSONNEL

The Application Coordinator shall work with the supervisor of the staff to identify those individuals who will act as Capture/Index Operators for their District/Section. The Application Coordinator will then decide if a different QC Reviewer shall be appointed or if the Capture/Index Operator shall also act as the QC Reviewer. The QC Reviewer should be able to

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identify and distinguish between the Document Groups and Types that are being scanned as well as be able to recognize the attributes that should be assigned to specific documents per the Attribution Standards.

4. MINIMUM LEVEL OF QUALITY CONTROL/QUALITY ASSURANCE (QC/QA)

The QC/QA procedure of the scanned document, ready for archive, is a two-tiered process. There is an initial check and a secondary check as described in the paragraphs below and this process should occur prior to publishing of a document. The publisher shall perform the last check and not have imported or attributed the document being published.

4.1. QC/QA REQUIREMENTS FOR DOCUMENT LEGIBILITY AND COMPLETENESS

The Capture/Index Operator shall perform an initial QC/QA by checking the scanned document to make sure that all pages have been scanned, the document image is legible, the pages are straight, all pages are oriented in the same direction, and all pages are the proper size, etc. If this is not the case, the document, or specific pages, shall be rescanned until the document is legible and complete.

4.2. QC/QA REQUIREMENTS FOR DOCUMENT RETRIEVAL

The QC Reviewer shall perform a secondary QC/QA by reviewing the attributes to make sure they are free of typos, that they match the Document Group and Type per the Attribution Standards, and that they are filled out as completely as possible. The QC Reviewer should do a spot check of the scanned documents to verify that the quality is acceptable. Finally, the QC Reviewer should verify that the documents are retrievable. Sections may choose to have more layers of QC if they feel it is necessary. Once the secondary or final QC/QA is completed, documents should be published to the archive. Consultants will publish to archive. Acceptance will be performed by D4 District Maintenance once the Consultant has published the documents.

4.3. TESTING AND SAMPLING METHOD

The following table outlines the minimum percentage of documents that must go through each check when:

- ✓ A section initially begins archiving in the EDMS
- ✓ A section has become proficient at archiving in the EDMS
- ✓ A section identifies a problem area

Application Coordinators may require that more than the minimum percent of documents go through the secondary check and/or that a certain percentage go through the secondary check for a longer duration. It is the responsibility of the Application Coordinator, or appointee, to relay the level of QC/QA required to the QC Reviewers if different than the minimum.

When a section initially begins archiving in the EDMS the following gradual “step down” schedule should be employed:

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	Percent of Documents	Percent Accuracy	Duration
Initial Check	100	100	Continual Basis
Secondary Check *	100	100	1 month
	50	100	1 month
	25	100	1 month
	15	100	1 month
	10	100	Continual Basis

* If a District/Section is scanning between 50 and 100 documents per week, the duration should be 2 months for each “step down” in % of documents. If a section is scanning less than 50 documents per week, secondary check should be 100% of the documents with 100% accuracy on a continual basis.

When a section becomes proficient at archiving (i.e. has gone through all the steps in the table above) the initial check will remain at 100% and the secondary check will remain at 10%.

4.4. PROBLEM RESOLUTION PROCESS

If a problem is identified, e.g., a document is not retrievable, either during the initial “step down” or once proficiency is met, the section should immediately work to correct the problem, whether it be with the software, hardware or QC/QA process. Once the problem is solved and normal archiving procedures resume, the section should “step up” to the next higher or more stringent percentage of documents that must be checked for the specified amount of time. For example, if the section was at a 15% check when a problem was encountered, the section would then revert to a 25% check for a duration of 1 month and then resume the “step down” to the minimum level.

4.5. OTHER REQUIREMENTS

All other requirements for QC/QA as referenced in the STANDARDS FOR ELECTRONIC RECORDKEEPING (Topic No.: 050-020-030-a), not specifically described above, are hereby incorporated into this document.

5. DESTRUCTION OF PAPER ORIGINALS

Once a document or group of documents has been scanned into the EDMS, a Records Disposition Request (Form [050-020-06](#)) must be filled out before the original paper documents can be destroyed. The request should be signed by the Office Manager in block 5 and then sent to the District Records Manager Coordinator. In block 6, item “d” should be checked to document the records are being electronically stored and the paper copy destroyed.

Each Application Coordinator can determine, based on work load, etc., how often and how many documents to include in an individual disposition request. It is suggested that this request occur at least every three months. OIT can generate a

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report listing all of the documents that were added to the EDMS for a section (for example; per Capture/Index Operator from date X to date Y), which can then be attached to the form as the record of which paper documents are being destroyed. Once the Disposition Request is approved and returned to the section, the paper documents can be disposed of in the proper manner.

Please note for Public Records Requests:

- i. If the original paper document has been scanned and then destroyed the electronic version becomes the master record (public record).
- ii. If the original paper document has been scanned but the electronic document has not been published to the archive the original paper document is the master record.
- iii. If the original paper document has been scanned and the electronic document has been published to the archive and the Disposition Request (Form 050-020-06) has been filled out and approved, the electronic document is the master record.

If a public records request is received that is directed to documents that fall into category ii or iii above, it would be prudent to advise the requestor that you have both the paper copy and an electronic copy, explaining which copy has been designated as the master copy and then give the requestor the option of reviewing and copying the paper and/or the electronic format.

An Export Utility has been created to aid in the Public Records Request process. The EDMS Export Utility provides a means to export a user-selected set of documents for transfer to CD or other media. The documents will be named based on their document number and will be accompanied by a HTML page of attributes for each document. Once the files are copied onto a CD, the user can look at the HTML page, find the document they are looking for based on the attributes and then click the link in order to open the specific document.

The Export Utility is available at:

<http://infonet.dot.state.fl.us/electronicdocumentmanagementsystems/default.asp>

To access the utility, mouse-over on "Application" on the menu bar across the top of the web page. Click on "Export Utility" in the drop down menu. Click on the District you want to search in. You will have to log in using your Hummingbird user name and password (which should be the same as the user name and password you use to log into your workstation every morning). Then you will be ready to search for the documents you want to export. You may have to find the documents in Hummingbird first, because you cannot open them from the Export Utility, you can only see the attributes.

6. DELETION OF PUBLISHED DOCUMENTS

The Retention Manager has the ability to delete files that have been published to the archive. This ability should ONLY be used if it is determined that a document has been scanned improperly after being published to the archive or if the document retention period has expired. Prior to publishing, the document can be modified as needed. After publishing, the attributes associated with the document can still be modified by a QC Reviewer, Application Coordinator or Retention Manager if necessary.

This system is not intended to house temporary or working files on a short term basis, which might require frequent or large volumes of deletion from the system. The intent is that document deletion should be a rare occurrence, approved by the Application Coordinator and Retention Manager. Should an unusual circumstance arise requiring an unusual amount of deletions, the Retention Manager should coordinate with the District EDMS Coordinator, District Application Coordinator, the Tallahassee EDMS Team or all three depending on the situation.

7. REVIEW OF DOCUMENTS THAT HAVE PASSED THEIR RETENTION PERIOD

As EDMS documents begin meeting retention periods, a list will be generated with the documents that are up for destruction. Each Retention Manager, in coordination with the District Application Coordinator, will be responsible for determining which documents should actually be destroyed and which documents might need to be kept for a longer period of time. For documents that are ready for destruction, a Records Disposition Request (Form 050-020-06) must be filled out to allow the destruction of the electronic files. In block 6, item "a" should be checked to document the records are being destroyed. For items that require longer retention, coordination with OIT is necessary to determine if the file can be maintained on the EDMS server or if they need to be stored on another media such as CD or DVD.

8. CONSULTANT PROJECTS

Consultants that scan and import documents into EDMS shall follow the guidelines as outlined in this document with the exclusion of final acceptance, which upon final review will be performed by the Final Acceptance Personnel. The guidelines of this document may include local procedures or policies to be followed in addition to those listed here-in. It is the responsibility of the Application Coordinator, or Appointee, to relay these criteria to the Capture/Index Operator and or the QC Reviewer.

9. SCANNER MAINTENANCE

A standard test page shall be scanned monthly and compared to the previous month's scan. If the two aren't identical the scanner will be submitted for repair. Scanner is to be cleaned per the manufacturer's cleaning and maintenance manual for the scanner or more frequently if needed.

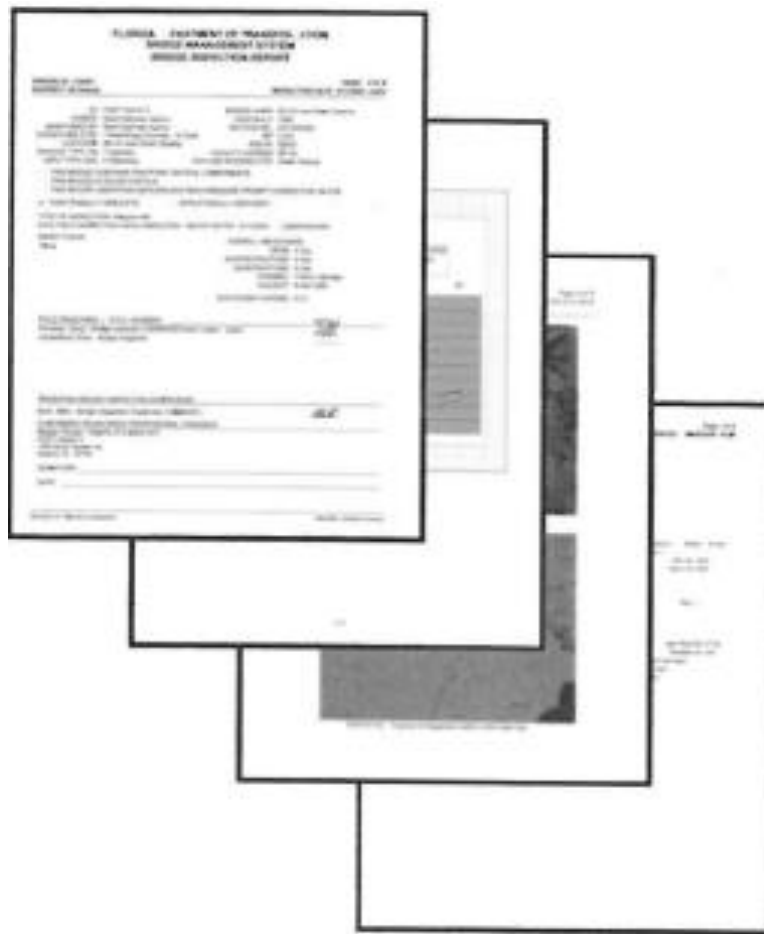
If the scanner requires repair the local OIT department shall be contacted to conduct the repair. If replacement parts are needed the office manager is to be contacted to order them.

REFERENCES AND FURTHER INFORMATION

For further information, please refer to the following documents:

1. **Hummingbird Scan/Import Instructions** - Capture/Index Operators and QC Reviewers. See <http://cvt.dot.state.fl.us/OIT/CBT/BSSO/EDMS/imaging.htm>.
2. **QC/QA Procedure** - See this document.
3. **Attribution Standards** - See District 4 Maintenance EDMS Naming Conventions and Attribution
4. **Records Management** - (Procedure No.: [050-020-025](#)) A document developed for any office using EDMS, outlining the minimum standards for QC/QA
5. **District 4 Maintenance/Structures EDMS SharePoint site.**
<http://d4sharepoint/sites/dmo/edms/SitePages/Home.aspx>

District 4 Maintenance EDMS Naming Conventions and Attribution



D4 MAINTENANCE EDMS QUICK REFERENCE SCAN LISTING

Please note:

1. Do **not** use folders.
2. Save email attachments separately.
3. Use pdf format ([300dpi OCR](#)).
4. Use of Desktop Client recommended.

Legend:

- Black font - Document Group/Type
- Blue font - Document Examples
- Green font - Document Naming Format
- Orange font - Description Examples
- Red font - Important information

DOCUMENT GROUP	DOCUMENT TYPE
MAINT01 ADOPT A HIGHWAY	MAINT001 Agreements MAINT002 Correspondence/Reports MAINT146 Litter Removal Report
MAINT02 CLAIM	MAINT003 Contractor Claim Letter CONTRACT#_FMFMFM-F-FM-FM_CLAIM_YYYYMMDD E4H02_123456-1-72-01_CLAIM_20170628 MAINT004 Notice of Intent to File Claim / Letter of Concern CONTRACT#_FMFMFM-F-FM-FM_CLAIM_YYYYMMDD E4H02_123456-1-72-01_INTENT_20170628 MAINT005 Response to Claim Letter CONTRACT#_FMFMFM-F-FM-FM_RESPONSE_YYYYMMDD E4H02_123456-1-72-01_CLAIM_20170628
MAINT03 COMPLIANCE	MAINT006 Administration/Correspondence MAINT007 DBE <i>Anticipated DBE Participation Statement</i> E4Q27_234003-5-72-01_DBE STATEMENT_20150121 <i>DBE Utilization</i> <i>DBE Affirmative Action Plan Approval: Expiration (Date)</i> E4Q52-_429528-2-72-01_429528-2-52-01_DB ACTION PLAN_20150219 MAINT008 EEO/AA <i>Report (Name of Contractor)/Year</i>
MAINT04 CONTRACT CHANGES <i>Note: Contract changes associated with Contract Time are in Doc Group MAINT19 Time Correspondence</i>	MAINT009 Additional Specifications CONTRACT#_FMFMFM-F-FM-FM_DESCRIPT_YYYYMMDD E4H02_123456-1-72-01_ADD SPECS_20170628 MAINT010 Administration/Correspondence CONTRACT#_FMFMFM-F-FM-FM_DESCRIPT_YYYYMMDD E4H02_123456-1-72-01_WORK FLOW CHANGE_20170628 MAINT011 Supplemental Agreements <i>SA & Backup (SA#; \$; # days)</i> CONTRACT#_FMFMFM-F-FM-FM_SA #_YYYYMMDD E4H02_123456-1-72-01_SA 21_20170628 MAINT012 Contingency Work Order/Field S.A. <i>(FSA/WO #, \$, # days, description)</i> CONTRACT#_FMFMFM-F-FM-FM_FIELD SA #_YYYYMMDD E4H02_123456-1-72-01_WEATHER DAYS_20170628
MAINT05 CONTRACT DOCUMENTS	MAINT013 Administration Correspondence CONTRACT#_FMFMFM-F-FM-FM_DESCRIPTION_YYYYMMDD E4R41_413080-5-72-01_PREWORK AGENDA_20160329 MAINT014 Bid Blank (not used in D4) MAINT015 Bid Items CONTRACT#_FMFMFM-F-FM-FM_BID ITEMS_YYYYMMDD E4H02_123456-1-72-01_BID ITEMS_20170628 MAINT016 Bonds <i>(Bond #)</i> CONTRACT#_FMFMFM-F-FM-FM_BOND #_YYYYMMDD

DOCUMENT GROUP	DOCUMENT TYPE
<p>MAINT05 CONTRACT DOCUMENTS</p>	<p>E4H02_123456-1-72-01_PB11510702890__20170628</p> <p>MAINT017 Contract Affidavit <i>Awarded/Executed Contract Affidavit</i> CONTRACT#_FMFMFM-F-FM-FM_AFFIDAVIT_YYYYMMDD E4H02_123456-1-72-01_PB11510702890__20170628 <i>Executed DRB Third Party Agreement</i> CONTRACT#_FMFMFM-F-FM-FM_DRB_YYYYMMDD E4H02_123456-1-72-01_DRB_20170628 <i>Bid Blank</i> CONTRACT#_FMFMFM-F-FM-FM_BID BLANK_YYYYMMDD E4H02_123456-1-72-01_BID BLANK__20170628</p> <p>MAINT018 Notice of Award/Execution <i>Executed Contract Documents</i> CONTRACT#_FMFMFM-F-FM-FM_CONTRACT_YYYYMMDD E4H02_123456-1-72-01_CONTRACT__20170628 <i>Notice of Award</i> <i>Notice of Execution</i> <i>Certification of Liability Insurance (insured party/expiration date)</i> CONTRACT#_FMFMFM-F-FM-FM_LIABILITY_YYYYMMDD E4H02_123456-1-72-01_LIABILITY__20170628 <i>Railroad Liability Insurance Binder</i> CONTRACT#_FMFMFM-F-FM-FM_RR LIABILITY_YYYYMMDD E4H02_123456-1-72-01_RR LIABILITY__20170628</p> <p>MAINT019 Notice to Proceed <i>Notice to Proceed (NTP + ___ Days / Start ___/___/___)</i> CONTRACT#_FMFMFM-F-FM-FM_NTP_YYYYMMDD E4H02_123456-1-72-01_NTP__20170628</p> <p>MAINT020 Permits <i>*Agency/Permit # or Part IV EPA or DEP Generic</i></p> <p>MAINT021 Quotations from Suppliers CONTRACT#_FMFMFM-F-FM-FM_QUOTES_YYYYMMDD E4H02_123456-1-72-01_SA 6 QUOTES__20170628</p> <p>MAINT022 Special Provisions/Specifications <i>Supplemental Specifications Package #/(Pages ___ to ___)</i> CONTRACT#_FMFMFM-F-FM-FM_SPECIFICATIONS_YYYYMMDD E4H02_123456-1-72-01_SPECIFICATIONS__20170628 <i>Table of Contents (Pages ___ to ___)</i> <i>Special Provisions (Pages ___ to ___)</i> <i>Developmental Specifications (Pages ___ to ___)</i> <i>Supplemental Specifications (Pages ___ to ___)</i> <i>Appendices/Technical Special Provisions (Pages ___ to ___)</i> <i>Utility Work Schedules</i> CONTRACT#_FMFMFM-F-FM-FM_SCHEDULE_YYYYMMDD E4H02_123456-1-72-01_SCHEDULE_20170628 <i>Original/Electronic file Plans (Description / Page ___ to ___)</i> CONTRACT#_FMFMFM-F-FM-FM_PLANS_YYYYMMDD E4H02_123456-1-72-01_FIRST RENEWAL_20170628</p> <p>MAINT023 Warranties <i>Warranty Bond</i> <i>Latent Defect: Issue (Subject)</i> <i>Value Added Asphalt Pavement (VAAP) (VAAP/Name of Subcontractor)</i></p> <p>MAINT024 Contract Renewals CONTRACT#_FMFMFM-F-FM-FM_# RENEWAL_YYYYMMDD E4H02_123456-1-72-01_LIABILITY_20170628</p> <p>MAINT157 Pre-Work Submittals <i>Contractor's Affidavit Vehicle Registration</i> CONTRACT#_FMFMFM-F-FM-FM_DESCIPT_YYYYMMDD E4H02_123456-1-72-01_VEHICLE REG_20170628 E4R38_429310-3-72-01_PESTICIDE CERT_20150217 E4R38_429310-3-72-01_STORMWATER CERT_20160428</p>

DOCUMENT GROUP	DOCUMENT TYPE
<p>MAINT06 DAILY DIARY/WORK DOCUMENTS</p>	<p>MAINT025 Engineer Weekly Summary/Daily Work Report <i>Daily Diaries (Week Ending ____)</i> CONTRACT#_FMFMFM-F-FM-FM_log_insp initials_YYYYMMDD E4R30_432170-2-72-01_WEEKLY SUMMARY_JH_20161115 <i>Controlling Items of Work (Period of ___ to ___)</i></p> <p>MAINT026 Photos and Video Tapes <i>Project Photographs (import into Document in native format i.e. .jpg)</i> <i>Audio Recordings (i.e. Progress Meetings, Note: check file size first before uploading)</i></p> <p>MAINT027 Contract Maintenance Work Documents CONTRACT#_FMFMFM-F-FM-FM_WD #_YYYYMMDD E4H02_123456-1-72-01_WD 12_20170628 E4L37_428074-1-72-01_WD LOG_20111014</p> <p>MAINT138 Logs <i>Emergency and Customer Service</i></p> <p>MAINT139 Inspections – <i>Guardrail, Reflectivity, Single and Multi-post Inspection Report,</i></p> <p>CONTRACT#_FMFMFM-F-FM-FM_DESCIPT_INITIALS_YYYYMMDD E4R41_413080-5-72-01_GUARDRAIL_JP_20160501 <i>Attenuator, Sidewalk, Highway and Navigational Lighting</i> CONTRACT#_FMFMFM-F-FM-FM_DESCIPT_INITIALS_YYYYMMDD E4R41_413080-5-72-01_ATTENUATOR_JP_20160501</p> <p>MAINT140 RCI Data Collection and Reporting</p> <p>MAINT141 MRP</p> <p>MAINT142 Work Orders <i>Traffic Operations, bridges and ancillary structures</i></p> <p>MAINT143 Rest Area, Truck Comfort Station, Welcome Center <i>Comments cards, security, inspections Weigh Stations</i></p> <p>MAINT144 Structure Related Inspections (AM/Performance) <i>Bridges, Overhead signs, high mast light poles, maintenance and Load Rating as related to AM/Performance contracts</i></p> <p>MAINT145 Work Needs Development</p>
<p>MAINT07 EMERGENCY ONLY for Declared Emergencies by the Governor (Hurricane Contracts)</p>	<p>MAINT028 Emergency Contract Documents H7202_XXXXXX-x-xx-xx_CONTRACT_20120515</p> <p>MAINT029 Pre-Event Contract Documents Z4019_999999-9-99-99_TIME EXT_20120515 X0075_999999-9-99-99_CONTRACT_20090609 Z4045_999999-9-99-99_SA 001_20160211</p>
<p>MAINT08 ESTIMATES / INVOICES</p>	<p>MAINT030 Certification Of Payment D5 <i>Cert Previous Pay Form 700-010-38</i> <i>(Cert. Previous Pay – Month/Year with/without exception))</i></p> <p>MAINT031 Estimates / Invoice Packages <i>Monthly, Progress & Final Estimates/Invoice Packages includes Form 21-A</i> <i>(Estimate No. ____)</i> CONTRACT#_FMFMFM-F-FM-FM_ESTIMATE #_YYYYMMDD E4R41_413080-5-72-01_ESTIMATE 0011_20160501 <i>Contractor's Certification of Quantities (MOT, Striping, Fuel, etc. (___to___)</i> <i>Contractor's Monthly Invoices - Includes Cert Previous Pay Form 700-010-38</i> <i>(___to___ , Inv. # ___/ Est. ____)</i> <i>Estimate Hold Letter/Estimate Release Letter</i> <i>Schedule of Values</i></p> <p>MAINT032 Weekly Quantity Sheets</p>
<p>MAINT10 GENERAL CORRESPONDENCE <i>For General Business Items Only;</i> <i>(Use Office Overhead for FIN NO.)</i></p> <p>NOT FOR PROJECT SPECIFIC DOCUMENTS!!!</p>	<p>MAINT055 Budget</p> <p>MAINT056 Incoming Correspondence</p> <p>MAINT057 Inventory</p> <p>MAINT058 Legal</p> <p>MAINT059 Meeting Minutes</p> <p>MAINT060 Memorandums</p>

DOCUMENT GROUP	DOCUMENT TYPE
	<p>MAINT061 Outgoing Correspondence MAINT062 Owner Controlled Insurance MAINT063 Personnel MAINT064 Procedures MAINT065 Public Information MAINT066 Purchasing MAINT067 QPL (Qualified Products List) Statewide MAINT068 Safety MAINT069 Training</p>
MAINT11 JOINT PARTICIPATION AGREEMENT	<p>MAINT070 Landscape MAINT071 Lighting MAINT072 Roadway/Bridge</p>
MAINT12 JOB CORRESPONDENCE	<p>MAINT073 Accident Reports <i>(Date/Time/Physical Location, FHP or JSO Report #)</i></p> <p>MAINT074 Contractor Evaluation/CPPR or CFPR <i>Performance Deficiency Warning Letters (include category & date)</i> E4K83_406267-4-72-01_WD 001 & 002 LD_20100811 <i>Performance Deficiency Letters (include category & date)</i> E4N76_403888-3-72-01_403889-3-72-01_DEFICIENCY LTR_20151104 <i>Contractor Grades (Monthly CPPR)</i> E4N76_403888-3-72-01_403889-3-72-01_CFPR_20160726 AMPER</p> <p>MAINT075 Dispute Review Board (DRB) <i>Meeting Notice (Date/Time/Location)</i> <i>Approval of Members/Resume</i> <i>Meeting Minutes/Agenda</i> <i>DRB Invoice (Meeting date, (no visible social security #)</i> <i>Any documents relating to DRB activities or correspondence</i></p> <p>MAINT076 Environmental Correspondence <i>Routine; (Site, Permit #, Facility ID, Date)</i> <i>Regulatory Correspondence (Site, Permit #, Facility ID, Date)</i> <i>Letters of Concern (Site, Permit #, Facility ID, Date)</i> <i>Herbicide Logs and Licensure</i> E4R38_429310-3-72-01_HERBICIDE APP LOG_20170605</p> <p>MAINT147 Stormwater Management/Compliance <i>Best Management Practices Plan (BMP); (Date)</i> <i>Inspection Reports (Site: Section, Milepost, Date)</i> <i>Completion Reports (Site: Section, Milepost, Date)</i></p> <p>MAINT148 Stormwater Pollution Prevention Plan <i>(Inspection Report – Date, if rainfall, amount)</i></p> <p>MAINT149 Stormwater Contractor Certifications <i>(Name: IDDE, GI, E&S Inspector; Expiration Date)</i> E4R38_429310-3-72-01_STORMWATER CERT_20160428</p> <p>MAINT150 Erosion Control Plan & Schedule (a Preconstruction Submittal)</p> <p>MAINT151 Permits by Contractor <i>(Type: Water/Wastewater/Remediation, County, Permit #, Facility ID, Issued by: DEP, WMD, ACOE, Local Gov., Expiration Date)</i></p> <p>MAINT152 Hazardous/Non-Hazardous Wastes <i>Debris Disposal Plan</i> <i>Reports (County, Site, Permit #, Facility ID, Type: CAP, CAR, RAP; Date)</i> <i>Sampling/Lab Analysis (County, Site, Permit #, Facility ID, Date)</i></p> <p>MAINT153 Hazardous/Non-Hazardous Contractor Certifications <i>(Type, Date)</i></p> <p>MAINT154 Hazardous Waste Manifests <i>(Generator ID, Manifest #, Date)</i></p> <p>MAINT155 Landfill Tickets <i>(County, Facility, Date)</i> E4106_420060-1-72-01_LANDFILL TICKETS_20060207</p> <p>MAINT156 Street Sweeping Reports/Debris Logs <i>(Contract #, Dates)</i></p> <p>MAINT077 Intelligent Transportation System (ITS) Correspondence</p> <p>MAINT078 Maintenance of Traffic <i>MOT Plan (a Preconstruction/Pre-Work Submittal)note: submittal/approved</i> E4R38_429310-3-72-01_MOT PLAN_20160427 <i>MOT Weekly Review Report</i> <i>(MOT Review Report No. ___ MM/DD/YY) – (MM/DD/YY)</i> <i>Inspector Certifications (Name)</i> E4R38_429310-3-72-01_MOT CERT_20160427</p>

DOCUMENT GROUP	DOCUMENT TYPE
	<p><i>Flagger Certifications (Name)</i> <i>Inspection Report (MM/DD/YY)</i> <i>Night Lighting Plan (Approvals)</i> <i>Lane Closure Required (MM/DD/YY)</i> <i>Approved Lane Closure (MM/DD/YY) – (MM/DD/YY)</i> <i>Project Administrator Inspection Report (MM/DD/YY)</i> Memos</p> <p>MAINT079 Meetings <i>Agendas</i> <i>Erosion Control Progress Meeting Minutes (MM/DD/YY)</i> <i>Meeting Notices</i> E4110_233509-3-72-01_PRE WORK_20060303 E4134_407091-3-72-01_PRE WORK AGENDA_20060814 E4122_233935-3-72-01_PRE WORK MINUTES_20060412 E4125_406267-3-72-01_PRE WORK SIGN IN_20060628 Schedules <i>Partnering Meeting Minutes (MM/DD/YY)</i> <i>Field/Site Meeting Minutes (MM/DD/YY)</i> <i>Preconstruction Pre-Work Meeting Minutes (MM/DD/YY)</i> <i>Pre-paving Meeting Minutes (MM/DD/YY)</i> <i>Weekly Progress Meeting Minutes (MM/DD/YY)</i></p> <p>MAINT080 Pay Item Issues / Negotiations of Pay Items <i>Request for Additional Compensation (Define adding/changing pay items)</i> <i>Request for Cost Quote (Define adding/changing pay items)</i> <i>Cost Quote (Define adding/changing pay items)</i></p> <p>MAINT081 Plan Revisions /Shop Drawing Submittals</p> <p>MAINT082 Public Correspondence <i>Complaints, Kudos</i> <i>Land Use Agreements</i></p> <p>MAINT083 Railroad Involvement</p> <p>MAINT084 Request for Information</p> <p>MAINT085 Signalization</p> <p>MAINT086 State Materials Office Correspondence</p> <p>MAINT087 Surveying</p> <p>MAINT088 To/From Transmittals</p> <p>MAINT089 Work Progress Schedule</p>
<p>MAINT13 MATERIAL SAMPLING & REPORTING</p>	<p>MAINT090 Asphalt</p> <p>MAINT091 Certified Mill Analyses</p> <p>MAINT092 Concrete</p> <p>MAINT093 Density</p> <p>MAINT094 Earthwork</p> <p>MAINT095 Engineering Analysis Reports/Disposition of Defective Materials</p> <p>MAINT096 Material Supplier Certifications CONTRACT#_FMFMFM-F-FM-FM_CERTS_YYYYMMDD E4R41_413080-5-72-01_MOT CERTS_20160328</p> <p>MAINT097 Pay Reduction Summary Sheet</p> <p>MAINT098 Pre-stress</p> <p>MAINT099 QPL Project Specific</p> <p>MAINT100 Record of Bituminous Materials</p> <p>MAINT101 Referee Analysis</p> <p>MAINT102 Reports</p> <p>MAINT103 Steel</p>
<p>MAINT 14 MEMORANDUM OF AGREEMENT</p> <p>Note: Contract #: MMOA Filename: [MOA]_[Type of Agreement]_[Section Number]_[Rdwy Name]_[FM#]_[Executed Date]</p>	<p>MAINT104 Landscape</p> <p>MAINT105 Lighting</p> <p>MAINT106 Roadway/Bridge</p> <p>MAINT107 Specialty</p>

DOCUMENT GROUP	DOCUMENT TYPE
<p><i>Eg.: MOA_RDWY_86220000_SR817University Dr_41654815801_20040602</i> Types of MOA: RDWY, LIGHT, LANDSCAPE, SPECIAL If no FM, then 0000000000</p>	
<p>MAINT 15 PRE-LETTING</p>	<p>MAINT108 Modified Special Provision and Non-Standard Experience Form Correspondence MAINT109 Establishment of Contract Time MAINT110 Plans Review Correspondence <i>D5 - Awards, Bids, Delivery and Signature Authentication (PEDDS), Specifications Package, Time</i> MAINT111 Right of Way MAINT158 Preliminary Contract Documents <i>D2 – for example: Emergency Contact information, Detailed Cost Estimate (official), Contractor Bid Items/price.</i></p>
<p>MAINT16 QUALITY/ASSURANCE /QUALITY CONTROL</p>	<p>MAINT112 Contractor QC Plan MAINT113 Corporate QC Plan MAINT114 Quality Assurance Review (QAR)</p>
<p>MAINT17 SERVICE CONTRACTS “Bxxxx” Contracts <i>Note: Do not enter the CCEI (Consultant) contract number in the Contract field box. Please enter it in the subject description box of the attribute profile.</i></p>	<p>MAINT115 Activities Review & Performance Evaluation <i>BDR97_234278-4-72-01_FINAL CFPR_20130502</i> MAINT116 Administration/Correspondence <i>BE238_42740257201_GENERAL LIABILITY_20170410</i> MAINT117 Approvals/Personnel <i>BE238_427402-5-72-01_RESIDENCY LETTER_20161027</i> MAINT118 Authorizations <i>BDQ27_427403-1-72-01_WORK BEGIN_20100701</i> <i>BDR97_234278-4-72-01_WORK COMPLETE_20140407</i> MAINT119 Contract Modifications <i>BE238_42740257201_M1R1_20170411</i> <i>BDR38_234266-5-72-01_MODIFICATION 2_20121120</i> MAINT120 Invoices <i>BE238_427402-5-72-01_INVOICE 4_20161103</i> MAINT121 Scope of Services MAINT122 Work Performance <i>BDW80_420321-3-72-01_WEEKLY SUMMARY_20150108</i></p>
<p>MAINT18 SUBLET WORK</p>	<p>MAINT123 Certification of Sublet Work MAINT124 Other Sublet Documents</p>
<p>MAINT19 TIME CORRESPONDENCE</p>	<p>MAINT125 Notice of Beginning/Completion <i>E4R60_43787617201_BEGIN WORK_20160703</i> <i>E4Q21_233919-7-72-01_CLOSEOUT DOCS_20170331</i> <i>E4I51_421564-1-52-01_WORK COMPLETE_20060908</i> MAINT126 Partial/Conditional/Final Acceptance (Date) MAINT127 Time Extension (Date and # Days granted) <i>E4M62_424295-3-72-01_TIME EXT_20130726</i> MAINT128 Time Suspension MAINT129 Waiver of Operations (Permission to Work) MAINT130 Weather Letter <i>Weather Letter (Weather ___/___/___ to ___/___/___; # days)</i> <i>E4Q59_435624-1-72-01_WEATHER DAYS_20160405</i> <i>Contractor Response</i></p>
<p>MAINT20 UNPAID BILLS</p>	<p>MAINT131 Alleged Non Payment Correspondence <i>(Subcontractor/Issue/Amount)</i> MAINT132 Notice to Owner (Subcontractor/Materials) or <i>(Who did not get Paid/For What)</i> <i>E4Q30_432918-1-72-01_NOTICE TO OWNER_20150908</i> MAINT133 Resolution of Unpaid Bills (Subcontractor/Issue/Amount)</p>

DOCUMENT GROUP	DOCUMENT TYPE
MAINT21 UTILITY	MAINT134 Correspondence MAINT135 Diary MAINT136 Permits E4Q30_432918-1-72-01_PERMITS_20140825 MAINT137 Schedule