

## 133 Retention of Electronic Documents

### 133.1 General

The documents and files created throughout the life of a project must be retained in electronic format. There are several different storage systems used for retaining these records. See **Figure 133.1.1**. As-built documents that are to be scanned for electronic storage should meet both requirements of the **Construction Project Administration Manual (CPAM), Section 5.12** and the [Information Technology Resource User's Manual \(FDOT Procedure No. 325-000-002\)](#).

**Figure 133.1.1 Storage of Electronic Documents**

TIMS	PEDDS DATA BASE	Electronic Data Management System (EDMS)			
		DESIGN EDMS	CONTRACT EDMS	CONSTRUCTION EDMS	STRUCTURES MANAGEMENT EDMS
		Legal Records for Department of State Requirements - <b>Image files ( PDF Version 1.7 or TIF) only.</b> For information on Specific Document Types stored in each Group contact the Responsible Office			
File management system for In-house CADD file check in/out.	Electronic Vault for Storage of electronically signed, or digital delivery files	<u>Design Records</u>	<u>Contract Records</u>	<u>Construction Records</u>	<u>Maintenance Records</u>
Allows for multiple users to work on same files.	For Storage of: -Project CD -Plans and Specs CD -Revisions CD -Cat II Bridge As-Built Files	<u>Groups</u> Architectural Community Involvement Drainage Environmental Permits Estimates FDOT Publications Geotechnical/Materials Landscaping Lighting Product Evaluation Project Management Rdwy Design Documentation	<u>Groups</u> Construction Contracts: - Amendments - Bid Blank - Certificate Of Insurance - Contract - Federal Aid Contract - Provisions - Permits - Pertinent Pages - Proposal - Special Provisions - Specifications - Supplemental Specifications - Utility Work Schedule - Wage Rate	<u>Groups</u> Claims Compliance Contract Changes Includes Design Errors and Omissions, Field SA/Work Orders, and SA/Change Orders Contract Documents As-Built Plans Daily Diary Estimates Final Estimates General Correspondence Job Correspondence Material Sampling and Reporting Pre-Letting Includes Design Correspondence Quality Assurance/Quality Control Service Contracts Shop Drawing Transmittals Structure Sublet Work Time Correspondence Unpaid Bills Utility	<u>Groups</u> Bridge Plans and Specifications Bridge Record Bridge Shop Drawings Correspondence Geotechnical High Mast Record Sign Record Structural Calculations - As-Bid Plans - As-Built Plans - Repair As-Bid Plans - Repair As-Built Plans - Widening As-Bid Plans - Widening As-Built Plans
Working files only.	Files stored in the PEDDS Database cannot be written.	Landscaping Lighting Product Evaluation Project Management Rdwy Design Documentation <b>Does not include Plans</b>  Roadway Resource Library Specifications Structures Structures Resource Library Tolls Facilities Traffic Design Utility Agreements	Supporting Construction Contract Documents: - Award Letter - Correspondence - Daily Diaries - Execution Letter - Final Estimates Package Work Progress		
Can be used during Construction Phase to prepare As-Built Plans.		<b>NOTE: Contract Plans are not stored in the Design EDMS.</b>	<b>NOTE: Contract Plans are not stored in the Contracts EDMS.</b>		