

## 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 [Transportation Technology User's Manual \(FDOT Procedure No. 325-000-002\)](#).

**Figure 133.1.1 Storage of Electronic Documents**

Active VAULT	Archive VAULT	Electronic Data Management System (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			
		DESIGN EDMS	CONTRACT EDMS	CONSTRUCTION EDMS	STRUCTURES MANAGEMENT EDMS
<p>File management system for in-house CADD file check in/out.</p> <p>Allows for multiple users to work on same files.</p> <p>Working files only.</p> <p>Can be used during Construction Phase to prepare As-Built Plans.</p>	<p>Electronic Vault for Storage of electronically signed, or digital delivery files</p> <p>For Storage of:                      - Project CD                      - Plans and Specs CD                      - Revisions CD                      - Cat II Bridge As-Built Files</p> <p>Files stored in the PEDDS Database cannot be written.</p>	<p><u>Design Records</u></p> <p><u>Groups</u>                      Architectural                      Community Involvement                      Drainage                      Environmental Permits                      Estimates                      FDOT Publications</p> <p>Geotechnical/Materials                      Landscaping                      Lighting                      Product Evaluation                      Project Management                      Rdwy Design Documentation  <b>Does not include Plans</b></p> <p>Roadway Resource Library                      Specifications Structures                      Structures Resource Library                      Tolls Facilities                      Traffic Design                      Utility Agreements</p> <p><b>NOTE: Contract Plans are not stored in the Design EDMS.</b></p>	<p><u>Contract Records</u></p> <p><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</p> <p>Supporting Construction Contract Documents:                      - Award Letter                      - Correspondence                      - Daily Diaries                      - Execution Letter                      - Final Estimates Package                      Work Progress</p> <p><b>NOTE: Contract Plans are not stored in the Contracts EDMS.</b></p>	<p><u>Construction Records</u></p> <p><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                      Working Drawing Transmittals                      Structure Sublet Work                      Time Correspondence                      Unpaid Bills                      Utility</p>	<p><u>Maintenance Records</u></p> <p><u>Groups</u>                      Bridge Plans and Specifications                      Bridge Record                      Bridge Working 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</p>