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 the requirements of the ***Construction Project Administration Manual (CPAM), Section 5.12*** and the ***Office of Information Technology Manual***.

Figure 133.1.1 Storage of Electronic Documents

Active VAULT	**Archive VAULT**	**Electronic Data Management System (EDMS)** Legal Records for Department of State Requirements – **Image files (PDF Version 1.7 or TIF) only.** For information on Specific Document Types stored in each Group contact the Responsible Office			
		DESIGN EDMS	**CONTRACT EDMS**	**CONSTRUCTION EDMS**	**STRUCTURES MANAGEMENT EDMS**
File management system for in-house CADD file check in/out. Allows for multiple users to work on same files. Working files only. Can be used during Construction Phase to prepare As-Built Plans.	Electronic Vault for Storage of electronically signed, or digital delivery files For Storage of: - Project CD - Plans and Specs CD - Revisions CD - Cat II Bridge As-Built Files Files stored in the PEDDS Database cannot be written.	Design Records Groups Architectural Community Involvement Drainage Environmental Permits Estimates FDOT Publications Geotechnical/Materials Landscaping Lighting Product Evaluation Project Management Roadway Design Documentation **Does not include Plans** Roadway Resource Library Specifications Structures Structure's Resource Library Tolls Facilities Traffic Design Utility Agreements **NOTE: Contract Plans are not stored in the Design EDMS.**	Contract Records Groups 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 Supporting Construction Contract Documents: - Award Letter - Correspondence - Daily Diaries - Execution Letter - Final Estimates Package Work Progress **NOTE: Contract Plans are not stored in the Contracts EDMS.**	Construction Records Groups 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	Maintenance Records Groups 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