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File #	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 Years unless otherwise noted
100	Administration			
100	Award Letter		Award YYYY-MM-DD	
101	Contract Form			
	Progress Schedule	1130	1130 YYYY-MM-DD	
	Weekly Statement of Work Days Charged	1116	1116 001	
	Critical Path Method(CPM)		CPM YYYY-MM-DD	
	Workzone Enforcement Contracts			
104	Contract Modifications			
	Value Engineering Change Proposal	1962	1962 YYYY-MM-DD Structural Steel ABC Contracting	
	Contract Modification		CM 001	
	FHWA 1365 Pre-Approvals			
	FHWA 1365 Pre-Approvals	1365	1365 YYYY-MM-DD Structural Steel	
	Extension of Time			
	Extension of Time	1100A	1100A 001	
	Supporting Documents			
105	Contractor Claims and Force Account			
	Force Account Statement	1101	1101 YYYY-MM-DD GJM Rut Filling ABC Contracting	
	Force Account Daily Field Record	1101A	1101A YYYY-MM-DD GJM Rut Filling ABC Contracting	
	Damage Claim Notices			
	Damage Claims Notices	1119D	1119D 001 Smith John	
108	Correspondence			
	Email		Corr YYYY-MM-DD GJM Lane Closures	
	General Correspondence		Corr YYYY-MM-DD GJM Lane Closures	
106	Estimates and Closeout Package			
	Construction Pay Estimate Report(Bi-Weekly Pay Estimates)		Pay Estimate 001	
	Construction Pay Estimate Report(Final Pay Estimate)		Pay Estimate 001 Final	
	Stockpile Data		Stock Pile YYYY-MM-DD Steel	
	Closeout Documents			
	Final Acceptance/Certification Report	1120	1120	
	Final Estimate package Memo	1105	1105	
	Final Estimate Review Summary	1147 & 1147 C	1147 or 1147C	
	Post Certification of Subcontract compliance (Copy)	1386	1386	
	Final 2124A	2124A	2124A	
	Final project voucher summary(Signed from CSD)		Final project voucher summary	
	Work Completion letter from contractor		Completion Letter YYYY-MM-DD	
109	Preconstruction and Progress Meetings			
	Damage Claim Program		Damage Claim Program	
	Safety Program		Safety Program	
	Subcontractor's list		Subcontractor's List	
	Emergency Contact List		Emergency Contact List	
	Meeting Minutes		Meeting Minutes YYYY-MM-DD	
	WorkZone Access Plan		Workzone Access Plan	
102	Sub-Contracts			
	All Subcontracts	1302A	1302A ABC Contracting	
	Commercially Useful Function (CUF) Project Site Review	4109	4109 YYYY-MM-DD ABC Contracting	
	DBE participation (blue sheets)	178	178	
	DBE Trucker Project site review	1992	1992	
110	Utilities, Permits and Real Estate			
	Property Agreements and release		Property Agreement & Release Smith John	
	Construction Permit		Construction Permit	
	Miss Dig Document request		Miss Dig YYYY-MM-DD ABC Contracting	
107	Warranty Documentation			

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	Warranty Correspondence		Corr YYYY-MM-DD GJM Warranty	
	Bridge	1802	1802 YYYY-MM-DD	
	HMA	Series 1134	1134 YYYY-MM-DD	
	Concrete	1029,1115,1831,1884,1885,1881 1885,1881	1029 YYYY-MM-DD	
	CPM	Series 1193, 1184, 1046,1047,1893,1894,1946	1193 YYYY-MM-DD	
103	Work Orders			
	Notice of Non-Compliance with Contract	1165	1165 YYYY-MM-DD	
	Work Orders	1137	1137 001 Drainage Changes	
200	Field Records			
203	Bases			
	Subbase		Subbase YYYY-MM-DD GJM	
	Aggregates		Agg Base YYYY-MM-DD GJM	
	Rubblizing Portland Cement Concrete Pavement		Rubblize pavt YYYY-MM-DD GJM	
	Geotextile for Base		Geotextile YYYY-MM-DD GJM	
	HMA Base Crushing and Shaping		Crush & Shape YYYY-MM-DD GJM	
	Aggregate Delivery Tickets		placed in paper file	
	Subbase calculations	Calc	Calc YYYY-MM-DD GJM Agg Base	
	Sketches and calculations	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Grade Check Book	1145	1145 YYYY-MM-DD GJM Agg Base Sta 24+65 to 65+24	
206	Concrete			
	Inspector's Report of Concrete placed - Roadway	1174R	1174R 001	
	Inspector's Report of Concrete placed - Structure	1174S	1174S 001	
	Coring Request	500	500 YYYY-MM-DD Sta 24+65 123145	
	Contractor's QC Test Reports (Air, slump, temp)		Conc QC YYYY-MM-DD ABC Contracting	
	Ride Quality		Ride Quality YYYY-MM-DD US131 NB Sta 24+65 to 65+24	
	Concrete Delivery Tickets		placed in paper file	
	Sketches and calculations	Calc	Calc YYYY-MM-DD GJM Misc Concrete	
209	Delivery Tickets(Miscellaneous)			
204	Drainage			
	Pumpstations		Pumpstation YYYY-MM-DD GJM	
	Drainage Items		(Name of item of work) YYYY-MM-DD GJM	
	Sewers		(Name of item of work) YYYY-MM-DD GJM	
	CPE and CPV Pipe Inst and Mandrel Testing Results sewers	1974	1974 YYYY-MM-DD	
	CPE and CPV Pipe Inst and Mandrel Testing Results culvert	1975	1975 YYYY-MM-DD	
	Underdrains		(Name of item of work) YYYY-MM-DD GJM	
	Culverts		(Name of item of work) YYYY-MM-DD GJM	
202	Earthwork			
	Grade Check	1145	1145 YYYY-MM-DD GJM Clay Grade	
	Record Of Soils Recommendations	583	583 YYYY-MM-DD NB Sta 24+65 to 65+24	
	Delivery Tickets		placed in paper file	
	Volume Sheets	1198	1198 YYYY-MM-DD GJM Sta 24+65 to 65+24	
	Earth Work Data Sheet	1124	1124 YYYY-MM-DD GJM Sta 24+65 to 65+24	
205	Hot Mix Asphalt (HMA)			
	HMA Crack Treatment		HMA Crack Treatment YYYY-MM-DD GJM Sta 24+65 to 65+24	
	Surface Seal		Surface Seal YYYY-MM-DD GJM Sta 24+65 to 65+24	
	Micro-surfacing		Micro Surfacing YYYY-MM-DD GJM Sta 24+65 to 65+24	
	Chip Seals		Chip Seal YYYY-MM-DD GJM Sta 24+65 to 65+24	
	Slurry Seal		Slurry Seal YYYY-MM-DD GJM Sta 24+65 to 65+24	
	HMA Delivery Tickets		placed in paper file	
	Sketches and calculations	Calc	Calc YYYY-MM-DD GJM HMA pavement	
	Ride Quality		Ride Quality YYYY-MM-DD US131 NB Sta 24+65 to 65+24	
200	Inspector's Daily Reports			

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File #	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 Years
	IDR		IDR YYYY-MM-DD GJM	
	IDR with Rev and Seq		IDR YYYY-MM-DD GJM R1 S1	
208	Miscellaneous			
	Permit To Place	1125	1125 YYYY-MM-DD GJM ADA Ramp SW Johnson Rd	
	Fencing		(Name of item of work) YYYY-MM-DD GJM	
	General Comps.		(Name of item of work) YYYY-MM-DD GJM	
	Guardrail		(Name of item of work) YYYY-MM-DD GJM	
	Slope Restoration		(Name of item of work) YYYY-MM-DD GJM	
	Inspector's Daily Record of Contact Removal Items	1122A	1122A YYYY-MM-DD GJM	
	Sketches and Calcs	Calc	(Name of item of work) YYYY-MM-DD GJM	
	Permanent Traffic Signs		(Name of item of work) YYYY-MM-DD GJM	
	Electrical Items		(Name of item of work) YYYY-MM-DD GJM	
202-1	NPDES and SESC Reports			
	NPDES	1126	1126 001 YYYY-MM-DD GJM	
	Environmental Permits		Permit	
	Notice of Termination(NOT)		NOT	
	Notice of Completion(NOC)		NOC	
200-1	Photographs & Videos			
	Photo		Photo YYYY-MM-DD GJM Station 24+65 Broken Casting	
201-1	Request For Information(RFI)		RFI YYYY-MM-DD	
201	Shop Drawing and submittals			
	Approved	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit	
	Shop Drawing	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Approved	
	Original Comments	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit	
	Rejected	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Rejected	
	Review in Process	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Pending	
207	Structure			
	Bridge Decks Concrete Depth Measurements	1131	1131 YYYY-MM-DD GJM B01 Wet	
	Bridge Reinforcing Computations	1138	1138 YYYY-MM-DD GJM S02	
	Foundation Piling Record (LRFD)	1161(L)	1161 YYYY-MM-DD GJM S02 Abut A	
	Pile Driving Table	1157A	1157A YYYY-MM-DD GJM S02 Abut A	
	Structure - Clearance Measurements	1190	1190 YYYY-MM-DD GJM US131 S02	
	Structure Painting forms	1941	1941 YYYY-MM-DD GJM S02	
	Test Pile Record	1157	1157 YYYY-MM-DD GJM S02	
	Drilled Shaft Concrete Volume Plot	393	0393 YYYY-MM-DD GJM Truss Sta 24+65	
	Drilled Shaft Excavation/concrete placement for bridges	1448	1448 YYYY-MM-DD GJM Truss Sta 24+65	
	Micropile Installation Record	1989	1989 YYYY-MM-DD GJM B01 Abut A Pile 24	
	Cofferdam Installation, Piling Placement, and Tremie Pour	1990	1990 YYYY-MM-DD GJM B01 Abut A	
	Permit To Place	1125	1125 YYYY-MM-DD GJM B01 Superstructure	
	Sheet Piling and Cofferdams	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
	Precast Concrete Beams	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
	Mechanically Stablized earth retaining wall system checklist	1447	1447 YYYY-MM-DD	
	Hydrodemolition Documents	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
	Waterproofing	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
	Waste Profile Forms	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
	Bridge Deck Check List	2082	2082 YYYY-MM-DD GJM B01	
	Bridge Deck overlay Check List	2083	2083 YYYY-MM-DD GJM B01	
	Bridge Painting Check list	2081	2081 YYYY-MM-DD GJM B01	
	Sketches and calculations	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
201-2	Survey			
	Contractor Staking Quality Control Plan		CSQCP YYYY-MM-DD	
	As-constructed Earth Work Calcs	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
	Cross-Sections	Sketch/Calc	(Name of item of work) YYYY-MM-DD GJM	
208-1	Traffic			

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	Inspector's Checklist For Inspection for Solar Boards	1013S	1013S YYYY-MM-DD GJM	
	Mobility Report	1998	1998 YYYY-MM-DD GJM	
	Pavement Marking Material Verification Checklist	1585	1585 YYYY-MM-DD GJM	
	Drilled Shaft Inspection Record for Highway signs, Luminaires, TS	1988	1988 YYYY-MM-DD GJM Truss Sta 24+65	
	Drilled Shaft Concrete Volume Plot	393	0393 YYYY-MM-DD GJM Truss Sta 24+65	
	Traffic Control Report Form	1996	1996 YYYY-MM-DD GJM	
	Traffic Advisories	Document	(Name of advisory) YYYY-MM-DD GJM	
300	Material Testing			
303	Bases			
	Aggregate Inspection Daily Report	1900	1900 001	Permanent
	Independent Assurance Test	504	0504 YYYY-MM-DD GJM	Permanent
	Mechanical Analysis Report	1901	1901 001	Permanent
306	Concrete			
	Concrete Plant Equipment Inspection Report	580	0580 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Concrete Plant Inspection	0580A	0580A YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Concrete Proportioning Plant Report	1174	1174 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Independent Assurance Test	503	0503 YYYY-MM-DD GJM	Permanent
	JMF Concrete Field Communication	1976	1976 XYZ Supplier S2	Permanent
	Pavement Core Record	502	0502 YYYY-MM-DD GJM Sta 24+65	Permanent
	Weekly Summary Of Cert. Concrete/Comm. Central-Transit Mix	1155	1155 YYYY-MM-DD CC152	Permanent
	QA/QC Plan		Conc QC Plan YYYY-MM-DD	Permanent
	Pre-production Meeting Minutes		Pre-production Meeting Minutes	Permanent
	PWL spreadsheets		(Name of item of work) YYYY-MM-DD GJM	Permanent
306-1	Concrete Cylinder Break			
	Concrete Cylinder Break	1999	1999 YYYY-MM-DD GJM B01	Permanent
	Report Of Modulus Of Rupture	1160	1160 YYYY-MM-DD GJM Concrete Pavement 24+65	Permanent
301	Density			
	Independent Assurance Test	509	0509 YYYY-MM-DD GJM	Permanent
	Moisture and Density Determination of Soils	0582-B	0582-B YYYY-MM-DD GJM	Permanent
	Record of Density Retests	0582-A	0582-A YYYY-MM-DD GJM	Permanent
304	Drainage			
	Field Report For Concrete Pipe	1920	1920 YYYY-MM-DD GJM 36 inch	Permanent
	Field Report For Precast Drainage Items	1920A	1920A YYYY-MM-DD GJM 60 inch Structure	Permanent
305	Hot Mix Asphalt (HMA)			
	Daily Report of Bituminous Plant Inspection	1903	1903 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Contractor's Quality Control Tests for PWL	1903C	1903C YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Contractor's Quality Control Tests for STA	1903C	1903C YYYY-MM-DD 5E1 STA 3	Permanent
	HMA Quality Assurance Plan	587	587	Permanent
	Independent Assurance Test	1842	1842	Permanent
	Job Mix Formula (JMF) Bituminous Field Communication	1911	1911 5E3 123145	Permanent
	Report of Compacted Bituminous Mixture Core Density & Percent for PWL	1907	1907 YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Report of Compacted Bituminous Mixture Core Density & Percent for STA	1907	1907 YYYY-MM-DD 5E1 STA 3	Permanent
	Report of Compacted Bituminous Mixture Core Density & Percent	1907J	1907J YYYY-MM-DD Lot 1 Sublot 2 123145	Permanent
	Report of Quality Assurance Testing for PWL	1903B	1903B YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Report of Quality Assurance Testing for STA	1903B	1903B YYYY-MM-DD 5E1 STA 3	Permanent
	Pre-production Meeting Minutes		Pre-production Meeting Minutes	Permanent
	PWL spreadsheet		(Name of item of work) YYYY-MM-DD GJM	Permanent
	QA/QC Plan		HMA QA Plan	Permanent
309	Material Certifications			
	Shipment Of Tested Stock Report	1922	1922 001	Permanent
	Material Certifications	Cert	Cert 001	Permanent
	Test Report	Test	Test 001	Permanent
300	Material Source List			
	Approved			
	Material Source List	501	0501 001	Permanent

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308	Miscellaneous Report of Test	Test	Test 001	Permanent
307	Structure Magnetic Particle Inspection Report	0538-A	0538A YYYY-MM-DD GJM B04 Beam A Diaphragm 1	Permanent
	Report Of Ultrasonic Examination Of Welds	0538-B	0538B YYYY-MM-DD GJM B04 Beam A Diaphragm 1	Permanent
	Structure Foundation Inspection	579	579 YYYY-MM-DD GJM S02 Pier 2	Permanent
	Welding Plan	395	0395 123145	Permanent
	Welding Certs		Welder Smith John *1G SMAW	Permanent
308-1	Traffic Cantilever and Bridge Mount Inspection	519	0519 YYYY-MM-DD GJM Cantilever Sta 24+65 Rt	Permanent
400	<u>Internal Use Only</u>			
401	Certified Payrolls Certified Payrolls	CP-347	CP347 YYYY-MM-DD ABC Contracting	
	Wage and Hour Division (WHD)	WH-347	WH347 YYYY-MM-DD ABC Contracting	
	Unapproved	WH-347		
	Certified Payroll Review Checklist	1952	1952 YYYY-MM-DD ABC Contracting	
	Certified Payroll Status Log	1954	1954 ABC Contracting	
	Contractor's Certified Payroll	1955	1955 YYYY-MM-DD ABC Contracting	
	Jobsite Poster Inspection Checklist	1967	1967 YYYY-MM-DD GJM	
	Minimum Wage Rate - Interview Sheet Tier1	1156-T1	1156-T1 YYYY-MM-DD ABC Contracting	
	Minimum Wage Rate - Interview Sheet Tier2	1156-T2	1156-T2 YYYY-MM-DD ABC Contracting	
	Apprenticeship & Trainee Reports			
402	Consultant contracts			
400	Contractor Performance Evaluations(CPE) Contractor Performance Evaluations (CPE)		CPE 001 ABC Contracting	
403	Internal Claim Documents Contractor Claims		Claim 001 Lead Paint Removal ABC Contracting	7 years
	Blue Book Sheets		Blue Book Cat 650 XLT ABC Contracting	7 years
404	QA Random Numbers Concrete		Conc Rand Number	
	HMA		HMA Rand Number	
	MDOT Oversight (local agency specific)	1967	1967 YYYY-MM-DD GJM	
		1963	1963 YYYY-MM-DD GJM	
		1964	1964 YYYY-MM-DD GJM	
		1965	1965	
		1147	1147	
		1969	1969	
		1970	1970	
		1971	1971	
		1973	1973	
		1952	1952 YYYY-MM-DD ABC Contracting	
	Temporary Trash Bin			

* Recommended 2nd Descriptors: Positions: 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc.
Type: SMAW, SAW, FCAW, GMAW, TIG