

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<b>100</b>	<b>ADMINISTRATION</b>			
<b>100</b>	<b>Award Letter</b>		Award YYYY-MM-DD	
<b>101</b>	<b>Contract Form</b>			
	Progress Schedule	<a href="#">1130</a>	1130 YYYY-MM-DD	
	Weekly Statement of Work Days Charged	<a href="#">1116</a>	1116 001	
	Critical Path Method(CPM)		CPM YYYY-MM-DD	
	Workzone Enforcement Contracts			
	Work Zone Agreements (MSP)		WZA MSP YYYY-MM-DD Job Number	
	Work Zone Agreements (Local)		WZA Local YYYY-MM-DD Job Number	
<b>102</b>	<b>Sub-Contracts</b>			
	All SubContracts	<a href="#">1302A</a>	1302A ABC Contracting	
	Commercially Useful Function (CUF) Project Site Review	<a href="#">4109</a>	4109 YYYY-MM-DD ABC Contracting	
	DBE Participation (blue sheets)	<a href="#">178</a>	178	
	DBE Trucker Project Site Review	<a href="#">1992</a>	1992	
<b>103</b>	<b>Work Orders</b>			
	Notice of Non-Compliance with Contract	<a href="#">1165</a>	1165 YYYY-MM-DD	
	Work Orders	<a href="#">1137</a>	1137 001 Drainage Changes	
<b>104</b>	<b>Contract Modifications</b>			
	Value Engineering Change Proposal	<a href="#">1962</a>	1962 YYYY-MM-DD Structural Steel ABC Contracting	
	Contract Modification		CM 001	
	<b>FHWA 1365 Pre-Approvals</b>			
	FHWA 1365 Pre-Approvals	<a href="#">1365</a>	1365 YYYY-MM-DD Structural Steel	
	<b>Extension of Time</b>			
	Extension of Time	<a href="#">1100A</a>	1100A 001	
	<b>Supporting Documents</b>			
<b>105</b>	<b>Contractor Claims and Force Account</b>			
	Force Account Statement	<a href="#">1101</a>	1101 YYYY-MM-DD GJM Rut Filling ABC Contracting	
	Force Account Daily Field Record	<a href="#">1101A</a>	1101A YYYY-MM-DD GJM Rut Filling ABC Contracting	
	<b>Damage Claim Notices</b>			
	Damage Claims Notices	<a href="#">1119D</a>	1119D 001 Smith John	
<b>106</b>	<b>Estimates and Closeout Package</b>			
	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	
	<b>Closeout Documents</b>			
	Final Acceptance/Certification Report	<a href="#">1120</a>	1120	
	Final Estimate Package Memo	<a href="#">1105</a>	1105	
	Final Estimate Review Summary	<a href="#">1147</a>	1147 or 1147C	
	Post Certification of Subcontract compliance (Copy)	<a href="#">1386</a>	1386	
	Final 2124A	<a href="#">2124A</a>	2124A ABC Contracting	
	Final project voucher summary(Signed from CSD)		Final project voucher summary	
	Work Completion letter from contractor		Completion Letter YYYY-MM-DD	

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107	<b>Warranty Documentation</b>			
	Warranty Correspondence		Corr YYYY-MM-DD GJM Warranty	
	Bridge	<a href="#">1802</a>	1802 YYYY-MM-DD	
	HMA	<a href="#">Series 1134</a>	1134 YYYY-MM-DD	
108	<b>Correspondence</b>			
	Email		Corr YYYY-MM-DD GJM Lane Closures	
	General Correspondence		Corr YYYY-MM-DD GJM Lane Closures	
109	<b>Preconstruction and Progress Meetings</b>			
	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	
110	<b>Utilities, Permits and Real Estate</b>			
	Property Agreements and release		Property Agreements & Release Smith John	
	Construction Permit		Construction Permit	
	Miss Dig Document request		Miss Dig YYYY-MM-DD ABC Contracting	
<b>200</b>	<b>FIELD RECORDS</b>			
200	<b>Inspector's Daily Reports</b>			
	IDR		IDR YYYY-MM-DD GJM	
	IDR with Rev and Seq		IDR YYYY-MM-DD GJM R1 S1	
200-1	<b>Photographs &amp; Videos</b>			
	Photo		Photo YYYY-MM-DD GJM Station 24+65 Broken Casting	
201	<b>Shop Drawing and submittals</b>			
	<b>Approved</b>	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Approved	
	<b>Original Comments</b>	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit	
	<b>Rejected</b>	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Rejected	
	<b>Review in Progress</b>	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Pending	
201-1	<b>Request For Information(RFI)</b>		RFI YYYY-MM-DD	
201-2	<b>Survey</b>			
	Contractor Staking Quality Control Plan		CSQCP YYYY-MM-DD	
	As-constructed Earth Work Calcs	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Cross-Sections	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
202	<b>Earthwork</b>			
	Grade Check	<a href="#">1145</a>	1145 YYYY-MM-DD GJM Clay Grade	
	Record Of Soils Recommendations	<a href="#">583</a>	0583 YYYY-MM-DD NB Sta 24+65 to 65+24 placed in paper file	
	Delivery Tickets			
	Volume Sheets	<a href="#">1198</a>	1198 YYYY-MM-DD GJM Sta 24+65 to 65+24	
	Earth Work Data Sheet	<a href="#">1124</a>	1124 YYYY-MM-DD GJM Sta 24+65 to 65+24	
202-1	<b>NPDES and SESC Reports</b>			
	NPDES	<a href="#">1126</a>	1126 001 YYYY-MM-DD GJM	
	Environmental Permits		Permit	
	Notice of Termination(NOT)		NOT	
	Notice of Completion(NOC)		NOC	

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<b>203</b>	<b>Bases</b>			
	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	<a href="#">1145</a>	1145 YYYY-MM-DD GJM Agg Base Sta 24+65 to 65+24	
<b>204</b>	<b>Drainage</b>			
	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	<a href="#">1974</a>	1974 YYYY-MM-DD	
	CPE and CPV Pipe Inst and Mandrel Testing Results culvert	<a href="#">1975</a>	1975 YYYY-MM-DD	
	Underdrains		(Name of item of work) YYYY-MM-DD GJM	
Culverts		(Name of item of work) YYYY-MM-DD GJM		
<b>205</b>	<b>Hot Mix Asphalt (HMA)</b>			
	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		
<b>206</b>	<b>Concrete</b>			
	Inspector's Report of Concrete placed - Roadway	<a href="#">1174R</a>	1174R YYYY-MM-DD GJM	
	Inspector's Report of Concrete placed - Structure	<a href="#">1174S</a>	1174S YYYY-MM-DD GJM	
	Coring Request	<a href="#">500</a>	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		

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<b>207</b>	<b>Structure</b>			
	Bridge Decks Concrete Depth Measurements	<a href="#">1131</a>	1131 YYYY-MM-DD GJM B01 Wet	
	Bridge Reinforcing Computations	<a href="#">1138</a>	1138 YYYY-MM-DD GJM S02	
	Foundation Piling Record (LRFD)	<a href="#">1161(L)</a>	1161 YYYY-MM-DD GJM S02 Abut A	
	Pile Driving Table	<a href="#">1157A</a>	1157A YYYY-MM-DD GJM S02 Abut A	
	Structure - Clearance Measurements	<a href="#">1190</a>	1190 YYYY-MM-DD GJM US131 S02	
	Structure Painting forms	<a href="#">1941</a>	1941 YYYY-MM-DD GJM S02	
	Test Pile Record	<a href="#">1157</a>	1157 YYYY-MM-DD GJM S02	
	Drilled Shaft Concrete Volume Plot	<a href="#">393</a>	0393 YYYY-MM-DD GJM Truss Sta 24+65	
	Drilled Shaft Excavation/concrete placement for bridges	<a href="#">1448</a>	1448 YYYY-MM-DD GJM Truss Sta 24+65	
	Micropile Installation Record	<a href="#">1989</a>	1989 YYYY-MM-DD GJM B01 Abut A Pile 24	
	Cofferdam Installation, Piling Placement, and Tremie Pour Inspector's Checklist	<a href="#">1990</a>	1990 YYYY-MM-DD GJM B01 Abut A	
	Permit To Place	<a href="#">1125</a>	1125 YYYY-MM-DD GJM B01 Superstructure	
	Sheet Piling and Cofferdams	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Precast Concrete Beams	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Mechanically Stablized earth retaining wall system checklist	<a href="#">1447</a>	1447 YYYY-MM-DD	
	Hydrodemolition Documents	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Waterproofing	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Waste Profile Forms	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Bridge Deck Check List	<a href="#">2082</a>	2082 YYYY-MM-DD GJM B01	
	Bridge Deck overlay Check List	<a href="#">2083</a>	2083 YYYY-MM-DD GJM B01	
	Bridge Painting Check List	<a href="#">2081</a>	2081 YYYY-MM-DD GJM B01	
	Sketches and Calculations	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
<b>208</b>	<b>Miscellaneous</b>			
	Permit To Place	<a href="#">1125</a>	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	<a href="#">1122A</a>	1122A YYYY-MM-DD GJM	
	Sketches and Calcs	Calc	Calc YYYY-MM-DD GJM (Name of item of work)	
	Permanent Traffic Signs		(Name of item of work) YYYY-MM-DD GJM	
	Electrical Items		(Name of item of work) YYYY-MM-DD GJM	
<b>208-1</b>	<b>Traffic</b>			
	Inspector's Checklist For Inspection for Solar Boards	<a href="#">1013S</a>	1013S YYYY-MM-DD GJM	
	Mobility Report	<a href="#">1998</a>	1998 YYYY-MM-DD GJM	
	Pavement Marking Material Verification Checklist	<a href="#">1585</a>	1585 YYYY-MM-DD GJM	
	Drilled Shaft Inspection Record for Highway signs, Luminaires, TS	<a href="#">1988</a>	1988 YYYY-MM-DD GJM Truss Sta 24+65	
	Drilled Shaft Concrete Volume Plot	<a href="#">393</a>	0393 YYYY-MM-DD GJM Truss Sta 24+65	
	Traffic Control Report Form	<a href="#">1996</a>	1996 YYYY-MM-DD GJM	
	Traffic Advisories	Document	(Name of advisory) YYYY-MM-DD GJM	
<b>209</b>	<b>Delivery Tickets(Miscellaneous)</b>			

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<b>300</b>	<b>MATERIAL TESTING</b>			
<b>300</b>	<b>Material Source List</b>			
	<b>Approved</b>			
	Material Source List	<a href="#">501</a>	0501 001	Permanent
<b>301</b>	<b>Density</b>			
	Independent Assurance Test	<a href="#">509</a>	0509 YYYY-MM-DD GJM	Permanent
	Moisture and Density Determination of Soils	<a href="#">0582-B</a>	0582-B YYYY-MM-DD GJM	Permanent
	Record of Density Retests	<a href="#">0582-A</a>	0582-A YYYY-MM-DD GJM	Permanent
<b>303</b>	<b>Bases</b>			
	Aggregate Inspection Daily Report	<a href="#">1900</a>	1900 001	Permanent
	Independent Assurance Test	<a href="#">504</a>	0504 YYYY-MM-DD GJM	Permanent
	Mechanical Analysis Report	<a href="#">1901</a>	1901 001	Permanent
<b>304</b>	<b>Drainage</b>			
	Field Report For Concrete Pipe	<a href="#">1920</a>	1920 YYYY-MM-DD GJM 36 inch	Permanent
	Field Report For Precast Drainage Items	<a href="#">1920A</a>	1920A YYYY-MM-DD GJM 60 inch Structure	Permanent
<b>305</b>	<b>Hot Mix Asphalt (HMA)</b>			
	Daily Report of Bituminous Plant Inspection	<a href="#">1903</a>	1903 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Contractor's Quality Control Tests for PWL	<a href="#">1903-C</a>	1903C YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Contractor's Quality Control Tests for STA	<a href="#">1903-C</a>	1903C YYYY-MM-DD 5E1 STA 3	Permanent
	HMA Quality Assurance Plan	<a href="#">587</a>	587 HMA QA Plan	Permanent
	HMA Quality Control Plan		HMA QC Plan	Permanent
	Independent Assurance Test	<a href="#">1842</a>	1842	Permanent
	Job Mix Formula (JMF) Bituminous Field Communication	<a href="#">1911</a>	1911 5E3 123145	Permanent
	Report of Compacted Bituminous Mixture Core Density & Percent for PWL	<a href="#">1907</a>	1907 YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Report of Compacted Bituminous Mixture Core Density & Percent for STA	<a href="#">1907</a>	1907 YYYY-MM-DD 5E1 STA 3	Permanent
	Report of Compacted Bituminous Mixture Core Density & Percent	<a href="#">1907J</a>	1907J YYYY-MM-DD Lot 1 Sublot 2 123145	Permanent
	Report of Quality Assurance Testing for PWL	<a href="#">1903-B</a>	1903B YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Report of Quality Assurance Testing for STA	<a href="#">1903-B</a>	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
<b>306</b>	<b>Concrete</b>			
	Concrete Plant Equipment Inspection Report	<a href="#">580</a>	0580 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Concrete Plant Inspection	<a href="#">0580A</a>	0580A YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Concrete Proportioning Plant Report	<a href="#">1174</a>	1174 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Concrete Quality Assurance Plan		Conc QA Plan YYYY-MM-DD	Permanent
	Concrete Quality Control Plan		Conc QC Plan YYYY-MM-DD	Permanent
	Independent Assurance Test	<a href="#">503</a>	0503 YYYY-MM-DD GJM	Permanent
	JMF Concrete Field Communication	<a href="#">1976</a>	1976 YYYY-MM-DD GJM XYZ Supplier Plant 1	Permanent
	Pavement Core Record	<a href="#">502</a>	0502 YYYY-MM-DD GJM Sta 24+65	Permanent
	Weekly Summary Of Cert. Concrete/Comm. Central-Transit Mix	<a href="#">1155</a>	1155 YYYY-MM-DD CC152	Permanent
	Pre-production Meeting Minutes		Pre-production Meeting Minutes	Permanent
	PWL spread sheets		(Name of item of work) YYYY-MM-DD GJM	Permanent
<b>306-1</b>	<b>Concrete Cylinder Break</b>			
	Concrete Cylinder Break	<a href="#">1999</a>	1999 YYYY-MM-DD GJM B01	Permanent
	Report Of Modulus Of Rupture	<a href="#">1160</a>	1160 YYYY-MM-DD GJM Concrete Pavement 24+65	Permanent

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<b>307</b>	<b>Structure</b>			
	Magnetic Particle Inspection Report	<a href="#">0538-A</a>	0538A YYYY-MM-DD GJM B04 Beam A Diaphragm 1	Permanent
	Report Of Ultrasonic Examination Of Welds	<a href="#">0538-B</a>	0538B YYYY-MM-DD GJM B04 Beam A Diaphragm 1	Permanent
	Structure Foundation Inspection	<a href="#">579</a>	0579 YYYY-MM-DD GJM S02 Pier 2	Permanent
	Welding Plan	<a href="#">395</a>	0395 123145	Permanent
	Welding Certs		Welder Smith John *1G SMAW	Permanent
<b>308</b>	<b>Miscellaneous</b>			
	Report of Test	Test	Test 001	Permanent
<b>308-1</b>	<b>Traffic</b>			
	Cantilever and Bridge Mount Inspection	<a href="#">519</a>	0519 YYYY-MM-DD GJM Cantilever Sta 24+65 Rt	Permanent
<b>309</b>	<b>Material Certifications</b>			
	Shipment Of Tested Stock Report	<a href="#">1922</a>	1922 001	Permanent
	Material Certifications	Cert	Cert 001	Permanent
	Test Report	Test	Test 001	Permanent
<b>400</b>	<b>INTERNAL USE ONLY</b>			
<b>400</b>	<b>Contractor Performance Evaluations(CPE)</b>			
	Contractor Performance Evaluations(CPE)		CPE Interim ABC Contracting CPE Final ABC Contracting	
<b>401</b>	<b>Certified Payrolls</b>			
	Certified Payrolls	<a href="#">CP-347</a>	CP347 YYYY-MM-DD ABC Contracting	
	Wage and Hour Division (WHD)	<a href="#">WH-347</a>	WH347 YYYY-MM-DD ABC Contracting	
	Unapproved	<a href="#">WH-347</a>		
	Certified Payroll Review Checklist	<a href="#">1952</a>	1952 YYYY-MM-DD ABC Contracting	
	Certified Payroll Status Log	<a href="#">1954</a>	1954 ABC Contracting	
	Contractor's Certified Payroll	<a href="#">1955</a>	1955 YYYY-MM-DD ABC Contracting	
	Jobsite Poster Inspection Checklist	<a href="#">1967</a>	1967 YYYY-MM-DD GJM	
	Minimum Wage Rate - Interview Sheet Tier1	<a href="#">1156-T1</a>	1156-T1 Last Name YYYY-MM-DD ABC Contracting	
	Minimum Wage Rate - Interview Sheet Tier2	<a href="#">1156-T2</a>	1156-T2 Last Name YYYY-MM-DD ABC Contracting	
	Apprenticeship & Trainee Reports			
<b>402</b>	<b>Consultant Contracts</b>			
<b>403</b>	<b>Internal Claim Documents</b>			
	Contractor Claims		Claim 001 Lead Paint Removal ABC Contracting	7 Years
	Blue Book Sheets		Blue Book Cat 650 XLT ABC Contracting	7 Years
<b>404</b>	<b>QA Random Numbers</b>			
	Concrete		Conc Rand Number	
	HMA		HMA Rand Number	
	<b>MDOT Oversight (local agency specific)</b>	<a href="#">1967</a>	1967 YYYY-MM-DD GJM	
		<a href="#">1963</a>	1963 YYYY-MM-DD GJM	
		<a href="#">1964</a>	1964 YYYY-MM-DD GJM	
		<a href="#">1965</a>	1965	
		<a href="#">1147</a>	1147	
		<a href="#">1969</a>	1969	
		<a href="#">1970</a>	1970	
		<a href="#">1971</a>	1971	
		<a href="#">1973</a>	1973	
		<a href="#">1952</a>	1952 YYYY-MM-DD ABC Contracting	
Recommended 2nd Descriptors:	Positions: 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc. Type: SMAW, SAW, FCAW, GMAW, TIG			