

ALPHA **8/31/2021** **Highlighted Portion = NEW / Updated**

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
100	ADMINISTRATION			
	Awards Folder			
	Award Letter		Award YYYY-MM-DD	
	DBE Participation (blue sheets)	0178	0178	
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			
	Work Zone Agreements (MSP)	1449	1449 YYYY-MM-DD Job Number	
	Work Zone Agreements (Local)	0565	0565 YYYY-MM-DD Job Number	
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	
	Force Account Work Plan		FA Work Plan	
	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 Project Review Summary	1147	1147	
	Post Certification of Subcontract compliance (Copy)	1386	1386	
	Final 2124A	2124A	2124A Final ABC Contracting	
	Final project voucher summary(Signed from CSD)		Final project voucher summary	
	Office Technician Certificate		Cert OT Last Name Expiration Date	
	Work Completion letter from contractor		Work Completion Letter YYYY-MM-DD	

106 (cont.)	Engineer Certification		
	Engineer Certification/Final Project Reviews Contract/Related Documents Checklist	1969	1969
	Engineer Certification/Final Project Reviews Construction Item/IDR Checklist	1970	1970
	Engineer Certification and Final Project Reviews-HMA Items Checklist	1971	1971
	Engineer Certification and Final Project Reviews-Material Review Checklist	1972	1972
	Engineer Certification and Final Project Reviews-Concrete Items Review Checklist	1973	1973
109	Preconstruction and Progress Meetings		
	Damage Claim Program		Damage Claim Program
	Construction Safety Program		Construction Safety Program
	Work Area Lighting Plan		Work Area Lighting Plan
	Subcontractor's List		Subcontractor's List
	Emergency Contact List		Emergency Contact List
	Meeting Minutes		Meeting Minutes YYYY-MM-DD
	Internal Traffic Control Plan		Internal Traffic Control Plan
	Post Construction Review Meeting Minutes		PCRMM YYYY-MM-DD
102	Sub-Contracts		
	Subcontract - FED	1302-FED	1302-FED ABC Contracting
	Subcontract - State	1302-State	1302-State ABC Contracting
110	Utilities, Permits and Real Estate		
	Property Agreements and release		Property Agreements & Release Smith John
	Construction Permit		Construction Permit
	Miss Dig Document request		Miss Dig YYYY-MM-DD ABC Contracting
107	Warranty Documentation		
	Warranty Correspondence		Corr YYYY-MM-DD GJM Warranty
	Bridge	1802	1802 YYYY-MM-DD
	HMA	Series 1134	1134 YYYY-MM-DD
	Initial Acceptance for Pavement Warranty Work	1029	1029 Route Contractor Date Accepted
	Initial Acceptance for Bridge Warranty Work	1029A	1029A Route Contractor Date Accepted
	Concrete	1115, 1831, 1881, 1884, 1885	[Form Number] YYYY-MM-DD
	CPM	Series 1193, 1184, 1046, 1048, 1047, 1893, 1894, 1946	[Form Number] 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	1145	1145 YYYY-MM-DD GJM Agg Base Sta 24+65 to 65+24
	Aggregate Scale check		Scale check Producer Name YYYY-MM-DD

206	Concrete		
	Inspector's Report of Concrete placed - Roadway	1174R	1174R YYYY-MM-DD GJM
	Inspector's Report of Concrete placed - Structure	1174S	1174S YYYY-MM-DD GJM
	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
	Load Transfer Assembly Inspection Worksheet	553	0553 Supplier GJM
	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, PPP and CPV Pipe Installation and Mandrel Testing Results - Sewers	0555	0555 YYYY-MM-DD
	CPE, PPP and CPV Pipe Installation and Mandrel Testing Results - Culverts	0563	0563 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	0583 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 QC Plan		HMA Crack Treatment QC Plan YYYY-MM-DD
	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 Plan		Ride Quality Plan YYYY-MM-DD US131 NB Sta 24+65 to 65+24
	Longitudinal Joint Core Location Worksheet	5621	5621 YYYY-MM-DD Mix Type Lot 1 Sublot 2
	HMA Sample Identification	5622	5622 YYYY-MM-DD Mix Type
	Core Sample Identification Worksheet	5623	5623 YYYY-MM-DD Mix Type
	Mainline Core Location Worksheet	5624	5624 YYYY-MM-DD Mix Type Lot 1 Sublot 2
	STA HMA Accumulation and Random Tonnage Worksheet	5625	5625 YYYY-MM-DD Mix Type Lot 1 Sublot 2
	PWL HMA Accumulation and Random Tonnage Worksheet	5626	5626 YYYY-MM-DD Mix Type Lot 1 Sublot 2
200	Inspector's Daily Reports		
	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
	Asbestos Report		Asbestos Report
	Field Inspection Report	0566	0566 Material GJM
	Area/Volume Survey Data		YYYY-MM-DD GJM Name of Item Of Work
	Guardrail		(Name of item of work) YYYY-MM-DD GJM
	Slope Restoration		(Name of item of work) 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

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)	5636	5636 YYYY-MM-DD
201	Shop Drawing and submittals		
	Approved	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 Progress	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
	Test Pile Records, LRFD	1157L	1157L YYYY-MM-DD GJM S02
	Drilled Shaft Inspection Records for Highway Signs	1988	1988 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
	Drilled Shaft Concrete Volume Plot	393	0393 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 Inspector's Checklist	1990	1990 YYYY-MM-DD GJM B01 Abut A
	Permit To Place	1125	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 Stabilized earth retaining wall system checklist	1447	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	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	Calc	Calc YYYY-MM-DD GJM (Name of item of work)
201-2	Survey		
	Contractor Staking Quality Control Plan		CSQCP YYYY-MM-DD
	Staking Request	5300	5300 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)
208-1	Traffic		
	Inspector's Checklist For Inspection for Solar Boards	1013S	1013S YYYY-MM-DD GJM
	MDOT Lane Closure Notification/Request Form	0561	0561 Route - Request # 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
	Work Zone Audit Report	397	0397 YYYY-MM-DD GJM
	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
	Concrete Quality Assurance Plan		Conc QA Plan YYYY-MM-DD	Permanent
	Concrete Quality Control Plan		Conc QC Plan YYYY-MM-DD	Permanent
	Mix Design Review Checklist	2000	2000 YYYY MM DD GJM XYZ Supplier Plant 1	Permanent
	Scale Check (from Contractor/Supplier)		Scale check Superior M102 YYYY-MM-DD	Permanent
	NRMCA Certification		NRMCA Superior M102 YYYY-MM-DD	Permanent
	Independent Assurance Test	503	0503 YYYY-MM-DD GJM	Permanent
	JMF Concrete Field Communication	1976	1976 YYYY-MM-DD GJM XYZ Supplier Plant 1	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
	Pre-production Meeting Minutes		Pre-production Meeting Minutes	Permanent
	PWL spread sheets		(Name of item of work) YYYY-MM-DD GJM	Permanent
306-1	Concrete Cylinder Break			
	Concrete Cylinder Break (QA)	1999	1999 YYYY-MM-DD GJM B01	Permanent
	Report Of Modulus Of Rupture (QA)	1160	1160 YYYY-MM-DD GJM Concrete Pavement 24+65	Permanent
	Concrete QC Cylinder 28 Day Break		Conc QC Break YYYY-MM-DD Contractor GJM	Permanent
	Concrete QC Early Break - QC Beam/Cylinder		Conc QC Early Break YYYY-MM-DD Contractor GJM	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	1903-C	1903C YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Contractor's Quality Control Tests for STA	1903-C	1903C YYYY-MM-DD 5E1 STA 3	Permanent
	HMA Quality Assurance Plan	587	587 HMA QA Plan	Permanent
	HMA Quality Control Plan		HMA QC Plan	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	1903-B	1903B YYYY-MM-DD PWL 5E1 Lot 1 Sublot 2	Permanent
	Report of Quality Assurance Testing for STA	1903-B	1903B YYYY-MM-DD 5E1 STA 3	Permanent
	Cold Milling Plan		Cold Milling QC Plan	Permanent
	Pre-production Meeting Minutes		Pre-production Meeting Minutes	Permanent
	PWL spreadsheet		(Name of item of work) YYYY-MM-DD GJM	Permanent
309	Material Certifications			
	Shipment Of Tested Stock Report	1922	1922 001	Permanent
	Material Certifications	Cert	Cert 001	Permanent
	Transfer Of Tested Materials Report	1178	1178 001 Material Name	Permanent
	Test Report	Test	Test 001	Permanent
300	Material Source List			
	Approved			
	Material Source List	501	0501 001	Permanent
308	Miscellaneous			
	Report of Test	Test	Test 001	Permanent

307	Structure			
	LRFD Pile and Driving Equipment Data	1956	1956 YYYY-MM-DD GJM S02	Permanent
	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	0579 YYYY-MM-DD GJM S02 Pier 2	Permanent
	Welding Plan	395	0395 123145	Permanent
	Welder Qualification Field Data Report Form 1929	Form 1929 Name (Last First) Position Type Exp Date	1929 Smith John 1F SMAW YYYY-MM-DD	Permanent
	Welder Qualification Test Report Form 0396	Form 0396 Name (Last First) Position Type Exp Date	0396 Smith John 1F SMAW YYYY-MM-DD	Permanent
	Welder Certification Test Report Form 5620	Form 5620 Name (Last First) Position Type Exp Date	5620 Smith John 1F SMAW YYYY-MM-DD	Permanent
	Welder Certification General Information Form 5618	Form 5618 Date Testing Agency	5618 YYYY-MM-DD AAAA Testing	Permanent
	Welder Certification Audit Checklist Form 5619	Form 5619 Date Testing Agency	5619 YYYY-MM-DD AAAA Testing	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	INTERNAL USE ONLY			
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	WH347 YYYY-MM-DD ABC Contracting	
	Certified Payroll Status Log	1954	1954 ABC Contracting	
	Jobsite Poster Inspection Checklist	1967	1967 YYYY-MM-DD GJM	
	Minimum Wage Rate - Interview Sheet Tier1	1156-T1	1156-T1 Contractor Trade YYYY-MM-DD Last Name	
	Minimum Wage Rate - Interview Sheet Tier2	1156-T2	1156-T2 Contractor Trade YYYY-MM-DD Last Name	
402	Consultant Contracts			
400	Contractor Performance Evaluations(CPE)			
	Contractor Performance Evaluations(CPE)		CPE Interim ABC Contracting CPE Final ABC Contracting	
405	DBE Documents			
	Commercially Useful Function (CUF) Project Site Review	4109	4109 YYYY-MM-DD ABC Contracting	
	DBE Trucker Project Site Review	1992	1992	
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	
Recommended 2nd Descriptors:		*Positions: 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc. **Type: SMAW, SAW, FCAW, GMAW, TIG		