

ALPHA

11/6/2023

Highlighted Portion = NEW / Updated

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<b>100</b>	<b>ADMINISTRATION</b>			
	<b>Awards Folder</b>			
	Award Letter		Award YYYY-MM-DD	
	Contractor DBE Commitment	<a href="#">2653</a>	2653	
<b>101</b>	<b>Contract Form</b>			
	Progress Schedule	<a href="#">1130A</a>	1130A YYYY-MM-DD	
	Weekly Statement of Work Days Charged	<a href="#">1116</a>	1116 001	
	Critical Path Method(CPM)		CPM YYYY-MM-DD	
	<b>Workzone Enforcement Contracts</b>			
	Work Zone Agreements (MSP)	<a href="#">1449</a>	1449 YYYY-MM-DD Job Number	
	Work Zone Agreements (Local)	<a href="#">0565</a>	0565 YYYY-MM-DD Job Number	
<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	
	Supporting Documents for Contract Modifications		CM 001 Supporting	
	<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>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	
	Force Account Work Plan		FA Work Plan	
	Dispute Resolution Board (DRB)	DRB Payment-Name of person- YYYY-MM-DD	DRB Payment John Smith YYYY-MM-DD	
	Dispute Resolution Board (DRB) - Progress Meeting	Progress Meeting Minutes	DRB meeting YYYY-MM-DD	
	Dispute Resolution Board (DRB) Agreement		DRB Agreement YYYY-MM-DD	
	<b>Damage Claim Notices</b>			
	Damage Claims Notice Form	<a href="#">1119D</a>	1119D 001 Smith John	
<b>108</b>	<b>Correspondence</b>			
	Email		Corr YYYY-MM-DD GJM Lane Closures	
	General Correspondence		Corr YYYY-MM-DD GJM Lane Closures	
<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	
	40 Point - Final Project Close-out Checklist	Check with TSC Staff <b>OR</b> Metro Region	Final project checklist YYYY-MM-DD	
	Contractor Deficiency List	Formerly Punch List	Contractor Deficiency List YYYY-MM-DD	

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	<b>Closeout Documents</b>			
	Final Acceptance/Certification Report	<a href="#">1120</a>	1120	
	Final Estimate Submittal Form	<a href="#">1105A</a>	1105A	
	Post Certification of Subcontract compliance (Copy)	<a href="#">1386</a>	1386	
	Final 2124A	<a href="#">2124A</a>	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	
	Letter to File (LTF)		LTF 001	
	ADA Statement of Accessibility Constraints	<a href="#">0370</a>	0370	
	<b>Final Project Review/Engineer Certification</b>			
	Final Project Review Summary	<a href="#">1147</a>	1147	
	Engineer Certification/Final Project Reviews Contract/Related Documents Checklist	<a href="#">1969</a>	1969	
	Engineer Certification/Final Project Reviews Construction Item/IDR Checklist	<a href="#">1970</a>	1970	
	Engineer Certification and Final Project Reviews-HMA Items Checklist	<a href="#">1971</a>	1971	
	Engineer Certification and Final Project Reviews-Material Review Checklist	<a href="#">1972</a>	1972	
	Engineer Certification and Final Project Reviews-Concrete Items Review Checklist	<a href="#">1973</a>	1973	
<b>109</b>	<b>Preconstruction and Progress Meetings</b>			
	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	
	Preconstruction meeting minutes		Preconstruction meeting YYYY-MM-DD	
	Progress Meeting Minutes		Progress meeting YYYY-MM-DD	
<b>102</b>	<b>Sub-Contracts</b>			
	Subcontract - FED	<a href="#">1302-FED</a>	1302-FED ABC Contracting	
	Subcontract - FED-2 (Projects awarded after 10/23/23)	<a href="#">1302-FED-2</a>	1302-FED-2 ABC Contracting	
	Subcontract - State	<a href="#">1302-State</a>	1302-State ABC Contracting	
<b>110</b>	<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	
	EGLE - Notification of Intent to Renovate/Demolish	<a href="#">EQP5661</a>	EQP5661 <b>Renovate</b> YYYY-MM-DD	
	EGLE - Notification of Intent to Renovate/Demolish	<a href="#">EQP5661</a>	EQP5661 <b>Demolish</b> YYYY-MM-DD	
	Field Office Utilities		Field Office Utilities YYYY-MM-DD	
	Power Company (Estimate cost to Contractor)		Power Company YYYY-MM-DD Check #	

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<b>107</b>	<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	
	Initial Acceptance for Pavement Warranty Work	<a href="#">1029</a>	1029 Route Contractor Date Accepted	
	Initial Acceptance for Bridge Warranty Work	<a href="#">1029A</a>	1029A Route Contractor Date Accepted	
	Concrete	<a href="#">1115, 1831, 1881, 1884, 1885</a>	[Form Number] YYYY-MM-DD	
	CPM	<a href="#">Series 1193,1184,1046,1048,1047,1893,1894,1946</a>	[Form Number] YYYY-MM-DD	
<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	

**200 FIELD RECORDS**

<b>203</b>	<b>Bases</b>			
	Subbase		Subbase YYYY-MM-DD GJM	
	Aggregates		Agg Base YYYY-MM-DD GJM	
	Rubblizing Portland Cement Concrete Pavement		Rubblilize pavt YYYY-MM-DD GJM	
	Geotextile for Base		Geotextile YYYY-MM-DD GJM	
	HMA Base Crushing and Shaping		Crush & Shape YYYY-MM-DD GJM	
	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	
	Aggregate Scale check		Scale check Producer Name YYYY-MM-DD	
	Aggregate Delivery Tickets	Material Name-Date-Supplier-Pit #	21AA YYYY-MM-DD supplier Name Pit #	
<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	
	Load Transfer Assembly Inspection Worksheet	<a href="#">553</a>	0553 Supplier GJM	
	Ride Quality		Ride Quality YYYY-MM-DD US131 NB Sta 24+65 to 65+24	
	Sketches and calculations	Calc	Calc YYYY-MM-DD GJM Misc Concrete	
	Concrete Delivery Tickets	Conc Grade-Date-Supplier-Plant #	3500 YYYY-MM-DD supplier Name Plant #	
<b>209</b>	<b>Delivery Tickets(Miscellaneous)</b>		Material Name YYYY-MM-DD	
<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, PPP and CPV Pipe Installation and Mandrel Testing Results - Sewers	<a href="#">0555</a>	0555 YYYY-MM-DD	
	CPE, PPP and CPV Pipe Installation and Mandrel Testing Results - Culverts	<a href="#">0563</a>	0563 YYYY-MM-DD	
	Underdrains		(Name of item of work) YYYY-MM-DD GJM	
	Culverts		(Name of item of work) YYYY-MM-DD GJM	

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
	Grannular Material & Fine Agg. Delivery Tickets	Material Name-Date-Supplier-Pit #	Class II YYYY-MM-DD supplier Name Pit #	
<b>202</b>	<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	
	Grannular Material & Fine Agg. Delivery Tickets	Material Name-Date-Supplier-Pit #	Class II YYYY-MM-DD supplier Name Pit #	
	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	
	Non-Hazardous Manifest		Non-Haz Manifest YYYY-MM-DD	
	<b>Project Staging OR Excess Material Location</b>	<a href="#">1568</a>	<b>1568 YYYY-MM-DD</b>	
<b>205</b>	<b>Hot Mix Asphalt (HMA)</b>			
	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	<a href="#">5621</a>	5621 YYYY-MM-DD Mix Type Lot 1 Sublot 2	
	HMA Sample Identification	<a href="#">5622</a>	5622 YYYY-MM-DD Mix Type	
	Core Sample Identification Worksheet	<a href="#">5623</a>	5623 YYYY-MM-DD Mix Type	
	Mainline Core Location Worksheet	<a href="#">5624</a>	5624 YYYY-MM-DD Mix Type Lot 1 Sublot 2	
	STA HMA Accumulation and Random Tonnage Worksheet	<a href="#">5625</a>	5625 YYYY-MM-DD Mix Type Lot 1 Sublot 2	
	PWL HMA Accumulation and Random Tonnage Worksheet	<a href="#">5626</a>	5626 YYYY-MM-DD Mix Type Lot 1 Sublot 2	
	HMA Delivery Tickets	Material Name-Date-Supplier-Plant #	4E3 YYYY-MM-DD supplier Name Plant #	
<b>200</b>	<b>Inspector's Daily Reports</b>			
	IDR		IDR YYYY-MM-DD GJM	
	IDR with Rev and Seq		IDR YYYY-MM-DD GJM R1 S1	
<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	
	Asbestos Report		Asbestos Report	
	Field Inspection Report	<a href="#">0566</a>	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	
	Vibration Monitoring Report		Vibration Monitoring Report YYYY-MM-DD	
	Dust Monitoring Report		Dust Monitoring Report YYYY-MM-DD	
	Noise Monitoring Report		Noise Monitoring Report YYYY-MM-DD	
	<b>Traffic Signal Inspection Work Authorization</b>		<b>TS IWA YYYY-MM-DD</b>	

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<b>202-1</b>	<b>NPDES and SESC Reports</b>			
	NPDES and SESC Reports	<a href="#">1126</a>	1126 001 YYYY-MM-DD GJM	
	Environmental Permits		Permit Name	
	Notice of Termination(NOT)		NOT	
	Notice of Completion(NOC)		NOC	
	SESC Quality Assurance Review Checklist	<a href="#">1940</a>	1940 YYYY-MM-DD	
<b>200-1</b>	<b>Photographs &amp; Videos</b>			
	Photo		Photo YYYY-MM-DD GJM Station 24+65 Broken Casting	
	Video		(Name of Item of work) YYYY-MM-DD 001	
<b>201-1</b>	<b>Request For Information(RFI)</b>			
	Request For Information(RFI)	<a href="#">5636</a>	5636 YYYY-MM-DD	
	Request For Information(RFI)	<a href="#">0558</a>	0558 MDOT ID-JN Fabricator RFI#	
<b>201</b>	<b>Shop Drawing and submittals</b>			
	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	
<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	
	Test Pile Records, LRFD	<a href="#">1157L</a>	1157L YYYY-MM-DD GJM S02	
	Drilled Shaft Inspection Records for Highway Signs	<a href="#">1988</a>	1988 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	
	Drilled Shaft Concrete Volume Plot	<a href="#">393</a>	0393 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 Stabilized 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)	

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	PH Control Plan		PH control Plan YYYY-MM-DD	
<b>201-2</b>	<b>Survey</b>			
	Contractor Staking Quality Control Plan		CSQCP YYYY-MM-DD	
	Staking Request	<a href="#">5300</a>	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)	
<b>208-1</b>	<b>Traffic</b>			
	Inspector's Checklist For Inspection for Solar Boards	<a href="#">1013S</a>	1013S YYYY-MM-DD GJM	
	MDOT Lane Closure Notification/Request Form	<a href="#">0561</a>	0561 Route - Request # 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	
	Work Zone Audit Report	<a href="#">397</a>	0397 YYYY-MM-DD GJM	
	Traffic Control Report Form	<a href="#">1996</a>	1996 YYYY-MM-DD GJM	
	Traffic Advisories	Document	(Name of advisory) YYYY-MM-DD GJM	
	Contractor Daily Report Of Traffic Control Devices		Cont Insp Traffic Device YYYY-MM-DD	
	Temporary Traffic Control Plan for Life Cycle Cost Analysis	Form 5615	5615 YYYY-MM-DD	

**300 MATERIAL TESTING**

<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>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
	Mix Design Review Checklist	<a href="#">2000</a>	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	<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	<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
	Concrete Mobile Mixer Calibration Certification		Mobile Mixer Calibration Cert YYYY-MM-DD Contractor	Permanent
	Shotcrete Test Panel Evaluation		Material Contractor Name YYYY-MM-DD	Permanent
<b>306-1</b>	<b>Concrete Cylinder Break</b>			
	Concrete Cylinder Break (QA)	<a href="#">1999</a>	1999 YYYY-MM-DD GJM B01	Permanent
	Report Of Modulus Of Rupture (QA)	<a href="#">1160</a>	1160 YYYY-MM-DD GJM Concrete Pavement 24+65	Permanent
	Concrete QC Cylinder 28 Day Break	From contractor <b>OR</b> testing firm	Conc QC Break YYYY-MM-DD Contractor GJM	Permanent

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	Concrete QC Early Break - QC Beam/Cylinder	From contractor <b>OR</b> testing firm	Conc QC Early Break YYYY-MM-DD Contractor GJM	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>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
	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
	Sample Identification (Daily Asphalt Binder Sample)	<a href="#">1923B</a>	1923B YYYY-MM-DD 5E1	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
	Transfer Of Tested Materials Report	<a href="#">1178</a>	1178 001 Material Name	Permanent
	Test Report	Test	Test 001	Permanent
<b>300</b>	<b>Material Source List</b>			
	Material Source List	<a href="#">501</a>	0501 001	Permanent
<b>308</b>	<b>Miscellaneous</b>			
	Report of Test	Test	Test 001	Permanent
	Adhesive Anchoring System Proof Test	<a href="#">1928</a>	1928 Adhesive Name YYYY-MM-DD	Permanent
	Traffic Signal Acceptance Memo		TS Acceptance Memo YYYY-MM-DD	Permanent
	Sample Identification	<a href="#">1923</a>	1923 YYYY-MM-DD Material Name	Permanent
<b>307</b>	<b>Structure</b>			
	LRFD Pile and Driving Equipment Data	<a href="#">1956</a>	1956 YYYY-MM-DD GJM S02	Permanent

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
	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
	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
<b>308-1</b>	<b>Traffic</b>			
	Cantilever and Bridge Mount Inspection	<a href="#">519</a>	0519 YYYY-MM-DD GJM Cantiliever Sta 24+65 Rt	Permanent

**400 INTERNAL USE ONLY**

<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>	WH347 YYYY-MM-DD ABC Contracting	
	Certified Payroll Status Log	<a href="#">1954</a>	1954 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 Contractor Trade YYYY-MM-DD Last Name	
	Minimum Wage Rate - Interview Sheet Tier2	<a href="#">1156-T2</a>	1156-T2 Contractor Trade YYYY-MM-DD Last Name	
	Apprenticeship & Trainee Reports			
<b>402</b>	<b>Consultant Contracts</b>			
<b>400</b>	<b>Contractor Performance Evaluations(CPE)</b>			
	Contractor Performance Evaluations(CPE)		CPE Interim ABC Contracting CPE Final ABC Contracting	
<b>405</b>	<b>DBE Documents</b>			
	Commercially Useful Function (CUF) Project Site Review	<a href="#">4109</a>	4109 YYYY-MM-DD ABC Contracting	
	DBE Trucker Project Site Review	<a href="#">1992</a>	1992	
<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="#">1963</a>	1963 YYYY-MM-DD GJM	
		<a href="#">1964</a>	1964 YYYY-MM-DD GJM	
		<a href="#">1965</a>	1965	



File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
Recommended 2nd Descriptors:	<p>*Positions: 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc.</p> <p>**Type: SMAW, SAW, FCAW, GMAW, TIG</p>			