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File #	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 Years unless otherwise noted
<b>100</b>	<b>Administration</b>			
100	Award Letter		Award YYYY-MM-DD	
101	<b>Contract Form</b>			
	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	<b>Contract Modifications</b>			
	Value Engineering Change Proposal	1962	1962 YYYY-MM-DD Structural Steel ABC Contracting	
	Contract Modification		CM 001	
	<b>FHWA 1365 Pre-Approvals</b>			
	FHWA 1365 Pre-Approvals	1365	1365 YYYY-MM-DD Structural Steel	
	<b>Extension of Time</b>			
	Extension of Time	1100A	1100A 001	
	<b>Supporting Documents</b>			
105	<b>Contractor Claims and Force Account</b>			
	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	
	<b>Damage Claim Notices</b>			
	Damage Claims Notices	1119D	1119D 001 Smith John	
108	<b>Correspondence</b>			
	Email		Corr YYYY-MM-DD GJM Lane Closures	
	General Correspondence		Corr YYYY-MM-DD GJM Lane Closures	
106	<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	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	<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	
102	<b>Sub-Contracts</b>			
	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	<b>Utilities, Permits and Real Estate</b>			
	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	<b>Warranty Documentation</b>			

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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	
<b>103</b>	<b>Work Orders</b>			
	Notice of Non-Compliance with Contract	1165	1165 YYYY-MM-DD	
	Work Orders	1137	1137 001 Drainage Changes	
<b>200</b>	<b>Field Records</b>			
<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		<b>placed in paper file</b>	
	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	
<b>206</b>	<b>Concrete</b>			
	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		<b>placed in paper file</b>	
	Sketches and calculations	Calc	Calc YYYY-MM-DD GJM Misc Concrete	
<b>209</b>	<b>Delivery Tickets(Miscellaneous)</b>			
<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	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	
<b>202</b>	<b>Earthwork</b>			
	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		<b>placed in paper file</b>	
	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	
<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		<b>placed in paper file</b>	
	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>200</b>	<b>Inspector's Daily Reports</b>			

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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	
<b>208</b>	<b>Miscellaneous</b>			
	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	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>202-1</b>	<b>NPDES and SESC Reports</b>			
	NPDES	1126	1126 001 YYYY-MM-DD GJM	
	Environmental Permits		Permit	
	Notice of Termination(NOT)		NOT	
	Notice of Completion(NOC)		NOC	
<b>200-1</b>	<b>Photographs &amp; Videos</b>			
	Photo		Photo YYYY-MM-DD GJM Station 24+65 Broken Casting	
<b>201-1</b>	<b>Request For Information(RFI)</b>		RFI YYYY-MM-DD	
<b>201</b>	<b>Shop Drawing and submittals</b>			
	<b>Approved</b>	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit	
	Shop Drawing	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 Process</b>	SD	SD 001 YYYY-MM-DD Structure Steel Retrofit Pending	
<b>207</b>	<b>Structure</b>			
	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	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	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)	
<b>201-2</b>	<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)	
<b>208-1</b>	<b>Traffic</b>			

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File #	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 Years
	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	
<b>300</b>	<b>Material Testing</b>			
<b>303</b>	<b>Bases</b>			
	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
<b>306</b>	<b>Concrete</b>			
	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
<b>306-1</b>	<b>Concrete Cylinder Break</b>			
	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
<b>301</b>	<b>Density</b>			
	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
<b>304</b>	<b>Drainage</b>			
	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
<b>305</b>	<b>Hot Mix Asphalt (HMA)</b>			
	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
<b>309</b>	<b>Material Certifications</b>			
	Shipment Of Tested Stock Report	1922	1922 001	Permanent
	Material Certifications	Cert	Cert 001	Permanent
	Test Report	Test	Test 001	Permanent
<b>300</b>	<b>Material Source List</b>			
	<b>Approved</b>			
	Material Source List	501	0501 001	Permanent

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File #	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 Years
308	<b>Miscellaneous</b> Report of Test	Test	Test 001	Permanent
307	<b>Structure</b> 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	<b>Traffic</b> Cantilever and Bridge Mount Inspection	519	0519 YYYY-MM-DD GJM Cantilever Sta 24+65 Rt	Permanent
<b>400</b>	<b><u>Internal Use Only</u></b>			
401	<b>Certified Payrolls</b> 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	<b>Consultant contracts</b>			
400	<b>Contractor Performance Evaluations(CPE)</b> Contractor Performance Evaluations (CPE)		CPE 001 ABC Contracting	
403	<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
404	<b>QA Random Numbers</b> Concrete		Conc Rand Number	
	HMA		HMA Rand Number	
	<b>MDOT Oversight (local agency specific)</b>	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