

			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>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)	<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>102</b>	<b>Sub-Contracts</b>			
	Subcontract - FED	<a href="#">1302-FED</a>	1302-FED ABC Contracting	
	Subcontract - State	<a href="#">1302-State</a>	1302-State 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	
	Force Account Work Plan		FA Work Plan	
	<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 Project Review Summary	<a href="#">1147</a>	1147	
	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	
	Office Technician Certificate		Cert OT Last Name Expiration Date	
	Work Completion letter from contractor		Completion Letter YYYY-MM-DD	

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<b>106 (cont.)</b>	<b>Engineer Certification</b>			
	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>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>108</b>	<b>Correspondence</b>			
	Email		Corr YYYY-MM-DD GJM Lane Closures	
	General Correspondence		Corr YYYY-MM-DD GJM Lane Closures	
<b>109</b>	<b>Preconstruction and Progress Meetings</b>			
	Damage Claim Program		Damage Claim Program	
	Safety Program		Safety Program	
	Contractor Lightning Plan		Lightning QC Plan	
	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	
<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	
<b>200</b>	<b>FIELD RECORDS</b>			
<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>200-1</b>	<b>Photographs &amp; Videos</b>			
	Photo		Photo YYYY-MM-DD GJM Station 24+65 Broken Casting	
<b>201</b>	<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	
<b>201-1</b>	<b>Request For Information(RFI)</b>		RFI 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)	

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<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 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	
<b>202-1</b>	<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	
<b>203</b>	<b>Bases</b>			
	Subbase		Subbase YYYY-MM-DD GJM	
	Aggregates		Agg Base YYYY-MM-DD GJM	
	Rubbilizing Portland Cement Concrete Pavement		Rubbilize 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	
	Aggregate Scale check		Scale check Producer 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		
<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	
	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	

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<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	
	Concrete Delivery Tickets		placed in paper file	
	Sketches and calculations	Calc	Calc YYYY-MM-DD GJM Misc Concrete	
<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	
	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)	
<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	
	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	

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<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, Luminares, 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>			
<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
	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



File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
<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
	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
<b>307</b>	<b>Structure</b>			
	LRFD Pile and Driving Equipment Data	<a href="#">1956</a>	1956 YYYY-MM-DD GJM S02	Permanent
	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
	Transfer Of Tested Materials Report	<a href="#">1178</a>	1178 001 Material Name	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 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>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	

File	Description	MDOT Form #	Minimum Element Component Naming Examples	Retention 4 years unless noted otherwise
	<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		