

Required (Only if Containing Files)					Information		
Project PID	Discipline	Discipline Subfolder	Discipline Subfolder / Files	Discipline Subfolder / Files	Create SubFolders?	ODOT Use Only	Folder Description
\123456	\000-Admin				N	N	No documents allowed at this level
\123456	\000-Admin	\COE			Y	N	Cost of Engineering Information
\123456	\000-Admin	\Contracts			Y	N	Consultant Contract Information
\123456	\000-Admin	\Contracts	\TaskOrder		Y	N	Consultant Task Order Information
\123456	\000-Admin	\Correspondence			N	N	Project Correspondence Documents
\123456	\000-Admin	\Correspondence	\Email		Y	N	Any Project related Emails
\123456	\000-Admin	\Correspondence	\IOC		Y	N	Any Project IOC's
\123456	\000-Admin	\Correspondence	\Letters		Y	N	Any Project related Letters
\123456	\000-Admin	\Estimates			N	N	All Estimates for Projects
\123456	\000-Admin	\MeetingMinutes			N	N	Meeting Minutes from Project Related Meetings
\123456	\000-Admin	\OUPSInfo			N	N	Any OUPS Documents
\123456	\000-Admin	\Photo			N	N	All Project related Photos
\123456	\000-Admin	\Photo	\Construction		Y	N	Photos from Construction
\123456	\000-Admin	\Photo	\Design		Y	N	Photos from Design
\123456	\000-Admin	\Photo	\Environmental		Y	N	Photos from Environmental
\123456	\000-Admin	\Photo	\Geotechnical		Y	N	Photos from Geotechnical
\123456	\000-Admin	\Photo	\Planning		Y	N	Photos from Planning
\123456	\000-Admin	\PIO			N	N	Any Public Information related to the Project
\123456	\000-Admin	\PlanReviews			N	N	Any Plan Reviews for the Project
\123456	\000-Admin	\PlanReviews	\Final		N	N	Any Final Plan Reviews for the Project
\123456	\000-Admin	\PlanReviews	\Final	\Comments	Y	N	Any Final Plan Review Comments for the Project
\123456	\000-Admin	\PlanReviews	\Final	\Submission	Y	N	Any Final Plan Review Submissions for the Project
\123456	\000-Admin	\PlanReviews	\RW-Final		N	N	Any Right of Way Final Plan Review for the Project
\123456	\000-Admin	\PlanReviews	\RW-Final	\Comments	Y	N	Any Right of Way Final Plan Review Comments for the Project
\123456	\000-Admin	\PlanReviews	\RW-Final	\Submission	Y	N	Any Right of Way Final Plan Review Submission for the Project
\123456	\000-Admin	\PlanReviews	\RW-Preliminary		N	N	Any Right of Way Preliminary Review for the Project
\123456	\000-Admin	\PlanReviews	\RW-Preliminary	\Comments	Y	N	Any Right of Way Preliminary Review Comments for the Project
\123456	\000-Admin	\PlanReviews	\RW-Preliminary	\Submission	Y	N	Any Right of Way Preliminary Review Submission for the Project
\123456	\000-Admin	\PlanReviews	\Stage1		N	N	Any Stage1 Plan Review for the Project
\123456	\000-Admin	\PlanReviews	\Stage1	\Comments	Y	N	Any Stage1 Plan Review Comments for the Project
\123456	\000-Admin	\PlanReviews	\Stage1	\Submission	Y	N	Any Stage1 Plan Review Submission for the Project
\123456	\000-Admin	\PlanReviews	\Stage2		N	N	Any Stage2 Plan Review for the Project
\123456	\000-Admin	\PlanReviews	\Stage2	\Comments	Y	N	Any Stage2 Plan Review Comments for the Project
\123456	\000-Admin	\PlanReviews	\Stage2	\Submission	Y	N	Any Stage2 Plan Review Submission for the Project
\123456	\000-Admin	\PlanReviews	\Stage3		N	N	Any Stage3 Plan Review for the Project
\123456	\000-Admin	\PlanReviews	\Stage3	\Comments	Y	N	Any Stage3 Plan Review Comments for the Project
\123456	\000-Admin	\PlanReviews	\Stage3	\Submission	Y	N	Any Stage3 Plan Review Submission for the Project
\123456	\000-Admin	\Railroad			N	N	Any Railroad Documents or Information for the Project
\123456	\000-Admin	\Railroad	\Invoices		Y	N	Any Railroad Invoices for the Project
\123456	\000-Admin	\Reports			N	N	Any Reports for the Project
\123456	\100-Planning				N	N	Folders for Planning (No documents allowed at this level)
\123456	\100-Planning	\Funding			Y	N	Project Funding
\123456	\100-Planning	\Legislation			Y	N	Project Legislation
\123456	\100-Planning	\Misc			Y	N	Miscellaneous planning information
\123456	\100-Planning	\Preliminary			Y	N	Preliminary Project Work
\123456	\100-Planning	\Safety			Y	N	Safety Requirements

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\123456	\100-Planning	\Scopes			Y	N	Scope documentation
\123456	\100-Planning	\STIP			Y	N	STIP Information
\123456	\100-Planning	\Traffic			Y	N	Traffic Information
\123456	\200-Environmental				N	N	Folders for ODOT Environmental (No documents allowed at this level)
\123456	\200-Environmental	\106			Y	N	Section 106 (cultural resources) documentation
\123456	\200-Environmental	\4F			Y	N	Section 4(f) documentation
\123456	\200-Environmental	\6F			Y	N	Section 6(f) documentation
\123456	\200-Environmental	\Alternatives			Y	N	Project alternatives documentation
\123456	\200-Environmental	\CE			Y	N	Categorical exclusion documents
\123456	\200-Environmental	\Eco			Y	N	Ecological resources documentation
\123456	\200-Environmental	\Environmental Commitments			Y	N	Environmental commitments documentation
\123456	\200-Environmental	\Mapping			Y	N	Project location mapping documentation
\123456	\200-Environmental	\MeetingMinutes			Y	N	Meeting minutes documentation
\123456	\200-Environmental	\Misc			Y	N	Miscellaneous documentation
\123456	\200-Environmental	\Permits			Y	N	Waterway permit documentation
\123456	\200-Environmental	\PI			Y	N	Public Involvement documentation
\123456	\200-Environmental	\PurposeNeed			Y	N	Purpose and need supporting documentation
\123456	\200-Environmental	\RMR			Y	N	Regulated materials review documentation
\123456	\200-Environmental	\UP			Y	N	Underserved Populations documentation
\123456	\300-Survey				N	N	Folders for Survey (No documents allowed at this level)
\123456	\300-Survey	\Basemaps			N	N	Basemaps for Survey
\123456	\300-Survey	\SurveyData			N	N	Folders for Survey Data (No documents allowed at this level)
\123456	\300-Survey	\SurveyData	\FieldData		N	N	Any survey related field data
\123456	\300-Survey	\SurveyData	\FieldData	\RawData	Y	N	Any survey related raw data
\123456	\300-Survey	\SurveyData	\Images		N	N	Folders for Survey Images or photos
\123456	\300-Survey	\SurveyData	\Images	\Aerial	Y	N	Any survey related aerial images or photos
\123456	\300-Survey	\SurveyData	\Images	\Field	Y	N	Any survey related field images or photos
\123456	\300-Survey	\SurveyData	\Notes and Sketches		Y	N	Any survey related notes or sketches
\123456	\300-Survey	\SurveyData	\OfficeData		Y	N	Any survey related office data
\123456	\300-Survey	\SurveyData	\Reports		Y	N	Any survey related reports
\123456	\300-Survey	\SurveyData	\Research		N	N	Any survey related research data
\123456	\300-Survey	\SurveyData	\Research	\Deeds	Y	N	Any survey related property deeds
\123456	\300-Survey	\SurveyData	\Research	\RWPlans	Y	N	Any survey related right of way plans
\123456	\300-Survey	\SurveyData	\Research	\SurveyPlats	Y	N	Any survey related plats
\123456	\300-Survey	\SurveyData	\Research	\TaxMaps	Y	N	Any survey related tax maps
\123456	\400-Engineering				N	N	Folders for Engineering (No documents allowed at this level)
\123456	\400-Engineering	\Drainage			N	N	Folders for Drainage (No documents allowed at this level)
\123456	\400-Engineering	\Drainage	\Basemaps		N	N	Basemaps for Drainage
\123456	\400-Engineering	\Drainage	\EngData		Y	N	Engineering data for Drainage
\123456	\400-Engineering	\Drainage	\Sheets		N	N	Plan sheets for Drainage
\123456	\400-Engineering	\Geotechnical			N	N	Folders for Geotechnical (No documents allowed at this level)
\123456	\400-Engineering	\Geotechnical	\Basemaps		N	N	Basemaps for Geotechnical
\123456	\400-Engineering	\Geotechnical	\EngData		Y	N	Engineering data for Geotechnical
\123456	\400-Engineering	\Geotechnical	\Sheets		N	N	Plan sheets for Geotechnical
\123456	\400-Engineering	\Landscaping			N	N	Folders for Landscaping (No documents allowed at this level)
\123456	\400-Engineering	\Landscaping	\Basemaps		N	N	Basemaps for Landscaping

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\123456	\400-Engineering	\Landscaping	\EngData		Y	N	Engineering data for Landscaping
\123456	\400-Engineering	\Landscaping	\Sheets		N	N	Plan sheets for Landscaping
\123456	\400-Engineering	\Lighting			N	N	Folders for Lighting (No documents allowed at this level)
\123456	\400-Engineering	\Lighting	\Basemaps		N	N	Basemaps for Lighting
\123456	\400-Engineering	\Lighting	\EngData		Y	N	Engineering data for Lighting
\123456	\400-Engineering	\Lighting	\Sheets		N	N	Plan sheets for Lighting
\123456	\400-Engineering	\MOT			N	N	Folders for Maintenance Of Traffic (No documents allowed at this level)
\123456	\400-Engineering	\MOT	\Basemaps		N	N	Basemaps for Maintenance Of Traffic
\123456	\400-Engineering	\MOT	\EngData		Y	N	Engineering data for Maintenance Of Traffic
\123456	\400-Engineering	\MOT	\Sheets		N	N	Plan sheets for Maintenance Of Traffic
\123456	\400-Engineering	\Roadway			N	N	Folders for Roadway (No documents allowed at this level)
\123456	\400-Engineering	\Roadway	\Basemaps		N	N	Basemaps for Roadway
\123456	\400-Engineering	\Roadway	\EngData		Y	N	Engineering data for Roadway
\123456	\400-Engineering	\Roadway	\Sheets		N	N	Plan sheets for Roadway
\123456	\400-Engineering	\RW			N	N	Folders for Right Of Way (No documents allowed at this level)
\123456	\400-Engineering	\RW	\Basemaps		N	N	Basemaps for Right Of Way
\123456	\400-Engineering	\RW	\EngData		Y	N	Engineering data for Right Of Way
\123456	\400-Engineering	\RW	\Sheets		N	N	Plan sheets for Right Of Way
\123456	\400-Engineering	\Signals			N	N	Folders for Signals (No documents allowed at this level)
\123456	\400-Engineering	\Signals	\Basemaps		N	N	Basemaps for Signals
\123456	\400-Engineering	\Signals	\EngData		Y	N	Engineering data for Signals
\123456	\400-Engineering	\Signals	\Sheets		N	N	Plan sheets for Signals
\123456	\400-Engineering	\Structures			Y	N	Folders for Structures (No documents allowed at this level)
\123456	\400-Engineering	\Traffic			N	N	Folders for Traffic (No documents allowed at this level)
\123456	\400-Engineering	\Traffic	\Basemaps		N	N	Basemaps for Traffic
\123456	\400-Engineering	\Traffic	\EngData		Y	N	Engineering data for Traffic
\123456	\400-Engineering	\Traffic	\Sheets		N	N	Plan sheets for Traffic
\123456	\400-Engineering	\Utilities			N	N	Folders for Utilities (No documents allowed at this level)
\123456	\400-Engineering	\Utilities	\Basemaps		N	N	Basemaps for Utilities
\123456	\400-Engineering	\Utilities	\EngData		Y	N	Engineering data for Utilities
\123456	\400-Engineering	\Utilities	\Sheets		N	N	Plan sheets for Utilities
\123456	\500-RealEstate				N	N	Folders for ODOT Real Estate (No documents allowed at this level)
\123456	\500-RealEstate	\Contract Administration			Y	N	Copy of Acquisition information once Project has been Closed
\123456	\500-RealEstate	\General			Y	N	IOCs Related to Right of Way
\123456	\500-RealEstate	\General	\Plans		Y	N	Plans Related to Right of Way
\123456	\500-RealEstate	\Parcels			Y	N	Legal Descriptions
\123456	\500-RealEstate	\Parcels	\001		Y	N	Legal Descriptions by number
\123456	\500-RealEstate	\Utilities			Y	N	All Utility Documentation
\123456	\600-Contracts				N	Y	Folders for ODOT Contracts (No documents allowed at this level)
\123456	\600-Contracts	\01-Plan Submittal			N	Y	Plan Package Documentation - All Stages
\123456	\600-Contracts	\02-PreAddendum			N	Y	Any PreAddendum Information
\123456	\600-Contracts	\03-Addendum			N	Y	Any Addendum Information
\123456	\600-Contracts	\04-Reference Files			N	Y	Any Files For Reference Only
\123456	\700-Estimating				Y	Y	Folders for ODOT Estimating (No documents allowed at this level)
\123456	\800-Construction				N	Y	Folders for ODOT Construction (No documents allowed at this level)
\123456	\800-Construction	\Change Orders			Y	Y	Change Order documents

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Project PID	Discipline	Discipline Subfolder	Discipline Subfolder / Files	Discipline Subfolder / Files	Create SubFolders?	ODOT Use Only	Folder Description
\123456	\800-Construction	\Contract Documents			Y	Y	Contract documents
\123456	\800-Construction	\Correspondence			Y	Y	Any Correspondence
\123456	\800-Construction	\Correspondence	\Email Messages		Y	Y	Email Messages
\123456	\800-Construction	\Daily Work Reports			Y	Y	Daily Work Reports
\123456	\800-Construction	\Documents to be Reviewed			Y	Y	Any quality or quantity documents to be reviewed
\123456	\800-Construction	\Documents to be Reviewed	\Non-Conformance		Y	Y	Any quality documents to be reviewed on Non-Conformance
\123456	\800-Construction	\Documents to be Reviewed	\Quantity		Y	Y	Any documents to be reviewed on Quantity
\123456	\800-Construction	\EEO & DBE			Y	Y	Any ODI documents
\123456	\800-Construction	\Estimates			Y	Y	Estimate documents
\123456	\800-Construction	\Finalization			Y	Y	Any documents for the Final Packet, Audit, Final Inspection
\123456	\800-Construction	\Issues & Claims			Y	Y	Any Issues or Claims documents
\123456	\800-Construction	\Line Items			Y	Y	Proposal Line Number documents
\123456	\800-Construction	\Materials			Y	Y	Any field or lab documents pertaining to materials
\123456	\800-Construction	\Media			Y	Y	Any media, photos, or videos
\123456	\800-Construction	\Meetings			Y	Y	Any meeting documents or notes
\123456	\800-Construction	\Miscellaneous			Y	Y	Any miscellaneous documents
\123456	\900-Accounting				Y	Y	Folders for ODOT Accounting (No documents allowed at this level)
\123456	\990-WorkSetStandards				Y	N	Folders for CAD Standards (No documents allowed at this level)
\123456	\990-WorkSetStandards	\GCS			N	N	Standard custom coordinate system files
\123456	\990-WorkSetStandards	\Plotdrv			N	N	Standard plotting files
\123456	\990-WorkSetStandards	\Seed			N	N	Standard seed files
\123456	\990-WorkSetStandards	\Template Library			N	N	Standard template library
\123456	\999-Scratch				Y	N	Scratch or junk files