

| 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 | \FAA Coordination | | | N | N | Any FAA related documents |
| \123456 | \000-Admin | \Funding | | | N | N | Any funding related documents |
| \123456 | \000-Admin | \Legislation | | | N | N | Any legislation related documents |
| \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 | \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 | \000-Admin | \STIP | | | N | N | Any STIP related documents |
| \123456 | \100-Planning | | | | N | N | No documents allowed at this level |
| \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 |
| \123456 | \100-Planning | \Scopes | | | Y | N | Scope documentation |
| \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 |

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| \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 | \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 |
| \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) |

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| Project PID | Discipline | Discipline Subfolder | Discipline Subfolder / Files | Discipline Subfolder / Files | Create SubFolders? | ODOT Use Only | Folder Description |
| \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 | \Structures | \CFN_1111111 | | N | N | Folders for Culverts (No documents allowed at this level) |
| \123456 | \400-Engineering | \Structures | \CFN_1111111 | \Basemaps | N | N | Basemaps for Culverts |
| \123456 | \400-Engineering | \Structures | \CFN_1111111 | \EngData | Y | N | Engineering data for Culverts |
| \123456 | \400-Engineering | \Structures | \CFN_1111111 | \Sheets | N | N | Plan Sheets for Culverts |
| \123456 | \400-Engineering | \Structures | \SFN_2222222 | | N | N | Folders for Structures (No documents allowed at this level) |
| \123456 | \400-Engineering | \Structures | \SFN_2222222 | \Basemaps | N | N | Basemaps for Structures |
| \123456 | \400-Engineering | \Structures | \SFN_2222222 | \EngData | Y | N | Engineering data for Structures |
| \123456 | \400-Engineering | \Structures | \SFN_2222222 | \Sheets | N | N | Plan Sheets for Culverts |
| \123456 | \400-Engineering | \Structures | \Wall_001 | | N | N | Folders for Walls (No documents allowed at this level) |
| \123456 | \400-Engineering | \Structures | \Wall_001 | \Basemaps | N | N | Basemaps for Walls |
| \123456 | \400-Engineering | \Structures | \Wall_001 | \EngData | Y | N | Engineering data for Walls |
| \123456 | \400-Engineering | \Structures | \Wall_001 | \Sheets | N | N | Plan Sheets for Walls |
| \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 |
| \123456 | \800-Construction | \Contract Documents | | | Y | Y | Contract 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 | \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 | \950-Reviews | | | | N | N | Any Plan Reviews for the Project |
| \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 |
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