**DOCUMENTATION FILING SYSTEM**

The field office should be set up with a file cabinet with the filing system structured as follows

for the ease of reference for all involved and consistency across the State.

1. **Agreements/Permits**
2. Md. Dept. of Natural Resources
3. Permits:

1. Maintenance of Traffic

2. National Pollution Discharge Elimination System Permit (NPDES)

3. Erosion and Sediment Control

4. Stormwater Management

5. County Soil Conservation District Approval

6. MDE Tidal Wetland License and/or Permit

7. Nontidal Wetland and Waterways Permit (MDE/COE)

8. US Coast Guard Permit

9. Critical Area Commission Approval

10. Maryland Roadside Tree Permit

11. Maryland Reforestation Law Approval

12. Maryland Forest Conservation Act Approval

13. Maintenance of Traffic

14. Source of Supply Approvals

1. **Contract Data/ Preconstruction**
2. General Correspondence
3. Notice to Proceed Letter
4. AAP
5. Certificate of Insurance
6. Traffic Control Plan Certification
7. Field Books
8. Pre-Construction Survey Stakeout
9. **Claims/Disputes**
10. File to contain all pertinent documentation
11. **Contract Amendments**
12. Red Line Revisions
13. Change Orders
14. Claims/Disputes
15. Value Engineering Change Proposals
16. **Coordination with Outside Agencies**
17. Agreements
18. General Correspondence
19. **Contractor/Subcontractor Evaluations**
20. Annual
21. Final/Completion of project
22. **Correspondence/ Incoming**
23. Contractor to SHA/CPE
24. SHA to CPE
25. Others to SHA/CPE
26. **Correspondence/ Outgoing**
27. SHA/CPE to Contractor
28. CPE to SHA
29. CPE to other
30. **Correspondence/ Other**
31. Interdepartmental-SHA
32. Telephone Memos
33. Contractor From/To Others
34. Memo-in-house
35. Memo to file
36. Minutes of meetings
37. E-mails/sent and received
38. Submittals
39. Shop Drawing Log
40. **Shop Drawings Correspondence**
41. Environmental/Erosion & Sediment Control
42. Permits
43. Erosion and Sediment Control Managers approval
44. Nutrient Management Plan (NMP)
45. NMP Reports/Fertilizer Application
46. Contractor’s ESCM’s Reports
47. Projects Reports
48. OOC Quality Assurance Inspector’s Reports
49. Post Storm Reports
50. MDE Reports
51. Non-Compliance/Violation Reports
52. **Equal Employment Opportunity**
53. EEO Reports
54. DBE/MBE Monitoring and Reporting
55. Inspector’s Daily Reports (IDR)
56. Meeting Minutes
57. General Correspondence
58. Trainees
59. Utilization Schedule
60. Enrollment Forms/Approvals
61. Monthly Reports
62. Termination Reports
63. Certificates of Completion
64. **Lump Sum Breakdowns**
65. **Material Acceptance and Testing**
66. Source of Supply Approvals
67. Materials Approvals
68. Testing Agents
69. Sampling and Testing Records
70. Material Certifications
71. Materials Received
72. Material Test Reports
73. Monthly Material Clearance Report
74. Soil Compactions/Embankment
75. Soil Compactions/Pipe and Miscellaneous Structures
76. Soil Compaction/Subgrade
77. Compaction/Base Courses
78. Gradation Reports
79. Concrete Mix Designs
80. Concrete Cylinder Test Reports
81. HMA/Quality Control Plans ( Plant & Field)
82. HMA Mix Designs
83. HMA Core Test Results
84. Deficiencies and Corrective Actions
85. Material Clearance Records
86. **Meetings**
87. Progress Meetings
88. Directive/Specification Required meetings
89. Miscellaneous
90. **Project Records and Data**
91. Schedule- CPM/Activities Chart
92. Pile Hammer Approvals
93. Inspector's Daily Reports (IDR's)
94. Daily Logs
95. Project Photos
96. Certified Payrolls
97. Additional Wage Rate Classifications
98. Off-site Inspection and Storage Records
99. Environmental Inspection Reports
100. Nutrient Management Plan (NMP) and Reports
101. Affirmative Action Plan
102. Sketch Book
103. Weekly Time Reports
104. Project Diary
105. Project Record Book
106. Payment for Stored Materials
107. Monthly Summary of time charges
108. Progress Estimates
109. **Partnering**
110. Partnering Agreement
111. List of charter members
112. Initial workshop team meeting
113. Follow-up workshop team meetings
114. **Public Relations**
115. General Correspondence-In
116. General Correspondence-Out
117. Complaints/Resolutions
118. Minutes of Community Meetings
119. Press Releases
120. **Right of Way**
121. Right of Way Plats
122. Signed Agreements
123. Correspondence
124. **Safety**
125. General Correspondence
126. Minutes of Safety meetings
127. Incident/Accident Reports
128. Reference Material
129. **Schedules**
130. Activity Chart Project Schedule with Updates
131. Critical Path Method Project Schedule(CPM)
132. Initial CPM (ICPM)
133. Revised ICPM
134. CPM Updates
135. **Subcontractors**
136. Non-Minority Subcontractors
137. Minority Subcontractors
138. Third Tier Subcontractors
139. **Traffic**
140. Traffic Control Plan
141. Project Inspection Reports
142. Traffic Control Manager & Flagger Certifications
143. Contractor’s Traffic Manager’s Reports
144. Quality Assurance Reports
145. Work Zone Accident/Incident Reports
146. Use of Maryland State Police
147. Lane Closure Permits
148. **Utilities (one file set for each utility) Reference CD 07220.800.01**
149. Utility Plans
150. Work Orders
151. Permits
152. Notice to Proceed for each Work Order
153. IDR’s
154. All other pertinent documents