



# Project Directory Letting Folder

Design Manual  
Chapter 20  
Project Automation  
Information

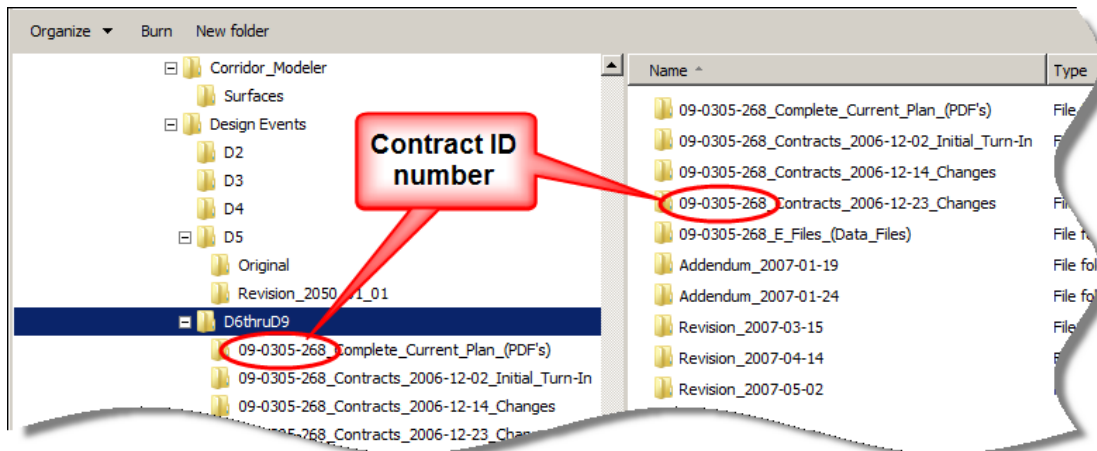
Originally Issued: 04-30-09  
Revised: 09-30-11

If there will be more than one letting associated with a Project Directory, separate Letting Project folders should be created below the Design folder. Each Letting folder will be named with the work type, (Grade, Pave, etc.), and the parenthesis number from within the Project Number, creating a Letting Project folder name such as “(247)\_Grading” and “(268)\_Paving”. A Letting Project folder will contain files specifically associated with the named project, such as Earthwork files and the normal “A, B, C sheet files, etc. In most situations, the Design, Soils, and Geometric design files will be located directly in their respective folders, and NOT in the letting folder.

All Project Directory Design folders and separate Letting Plans folders, if they exist, will contain separate Design Event folders. Each Letting folder under Design will have its own separate “Design Events” folder, as shown below. The “Design Events” folder will contain separate dated sub-folders for each of the following events:

- The complete current plan, including the most recent changes, addendums, and/or revisions
- The Initial contracts Turn-in Plan
- Changes made after the Contracts Turn-in
- All E\_Files (contains only current turn-in design and data files, therefore not a dated folder)
- Plan Addendums
- Plan Revisions

Some Design Events sub-folders contain the [Contract ID number](#) from the Office of Contracts, as shown below.



Within approximately two months after a Project Letting, the complete plan should be entered into the Electronic Records Management System (ERMS), by ERMS staff. After the plan is entered into ERMS, all of the above listed Turn-in plans, Addendum files, Revision files, etc., should be deleted from the CADD Project Directory. This is done to eliminate redundancy, to free-up server space, and to provide for only one final electronic copy of the letting plan.

# Chronology of Changes to Design Manual Section:

## 020B-081 Project Directory Letting Folder

9/30/2011 Revised  
Changed "Letting Plans" folder to "Design Events", and added some sub-folders.

6/30/2010 Revised  
Updated Letting Folder names