



Doc Express® Drawers, Document Types, Naming Convention

For all multiple project contracts, include the three digit paran number “(*ppp*)” at the end of the file name if the document is project specific.

Unless specified differently in the “File Name” column, the abbreviations will be as follows:

- n* = one digit sequential numbering
- nn* = two digit sequential numbering (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))
- nnn* = three digit sequential numbering (if a single or double digit, always use three digits in the file name (1=001, 2=002 etc.))
- nnnn* = four digit sequential numbering (if a single, double, or triple digit, always use four digits in the file name (1=0001, 2=0002, etc.))
- co* = two digit County Number
- cico* = four digit city number or *C0nn* for counties (1187, C057, etc.)
- d* = District number
- bbb* = Bid Order Number and is always 3 digits
- dd* = two digit day (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))
- mm* = two digit month (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))
- mmm* = first three letters of the month name
- yy* = two digit year
- yyyy* = four digit year
- ppp* = paran number in the project number and is always 3 digits
- ss* = two digit site number, when applicable on multi-site projects (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))
- contractor name* = company name of the Prime Contractor or subcontractor
- owner last name* = last name of the owner of the property
- name* = last name of individual
- xx* = plan sheet number
- WE = Week Ending (this is the date on Saturday of the week)

CHANGE ORDER DRAWER				
Change Order Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Change Order	change_order- <i>nn-yyyymmdd</i>	RCE	Engineer	For projects using the Appia®-Doc Express® integration: The file name stays the same as named by Appia® (i.e. change_order-1-20250715). For all other change orders, use two-digit numbering for the change order number (1=01 2=02, etc.).

CONTRACT DOCUMENTATION DRAWER				
Contract Documentation Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Addendum	Addendum <i>ddmmmbbb Ann</i>	RCE	Local Systems	
Agreement - Local Public Agency	Agreement <i>nn</i>	RCE	Engineer/PIRC/ Local Systems	Funding Agreements, Preconstruction Agreements, Cooperative Agreements, 28E, etc. Include supplemental description of type of agreement after "Agreement <i>nn</i> ".
Agreements for Private Property Used by Contractor	<i>owner last name - nn</i>	Contractor	Contractor	
Correspondence - Misc.	<i>yymmdd subject</i>	All	All	Include supplemental description of the subject of the correspondence after <i>yymmdd</i>
DBE Commercially Useful Function Checklist (Form 517014)	CUF <i>contractor name nn</i>	RCE	Engineer	
DBE Commitment Report	DBE Commitment	RCE	Local Systems	
DBE Truck Tracking Sheet	DBE Truck Tracking <i>nn yymmdd</i>	Contractor	Contractor	
Developmental Specifications	DS- <i>yynnn</i>	RCE	Local Systems	Primary DS - Add Title of DS following <i>yynnn</i>
EEO Project Site Inspection / Wage Rate Report (Form 650170)	EEO Site Inspection <i>contractor name yymmdd</i>	RCE	Engineer	
Final Highway Funding Sources	Funding Sources	RCE	Local Systems	
Haul Road Designation	Haul Road	RCE	Engineer	
Meeting Minutes	<i>Type of Meeting yymmdd</i>	RCE	Engineer	
Preconstruction Meeting Information	Precon	RCE	Engineer	Includes meeting minutes, sign-in sheet, etc.
Project Schedule	Schedule <i>yymmdd</i>	Contractor	Contractor	
Proposal	Proposal	RCE	Local Systems	
Railroad Agreement	<i>railroad name</i>	RCE	Engineer/PIRC	
Special Provisions	SP- <i>yynnnn</i>	RCE	Local Systems	Primary SP - Add Title of SP following <i>yynnnn</i>
Subcontractor Request and Approval	Subcontract Approvals <i>nn</i>	RCE	* Local Systems/ Engineer	[.pdf only (not .con file)] *Local Systems at time of contract signing, otherwise Engineer
Supplemental Specifications	SS- <i>yynnn</i>	RCE	Local Systems	Primary SS - Add Title of SS following <i>yynnn</i>
PRIMARY - ADDITIONAL TYPES				
Estimate Payment	Estimate- <i>nn</i>	RCE	N/A	
Right of Way Certificate	ROW Cert <i>nn</i>	RCE	N/A	
Utility Bid Attachments	UBA <i>nn</i>	RCE	N/A	
LOCAL SYSTEMS - ADDITIONAL TYPES				
Appia® Project Setup File (.json)	Appia® Project Setup File (<i>ppp</i>)	N/A	Local Systems	Import file for Appia® Setup
Contractor's Liability Insurance	Insurance <i>nn</i>	N/A	Contractor	Renewal Certificate (not original certificate)
Detailed Damage Inspection Report	DDIR IA- <i>yy-nn-county number-nn</i>	N/A	Engineer/PIRC	For Emergency Relief (ER) Projects
Field Review Reports	Field Review <i>yymmdd</i>	N/A	Local Systems	
FMIS Document	FMIS Doc <i>nn</i>	N/A	Local Systems	
Notice to Bidders	Notice to Bidders	N/A	Local Systems	
Project Development Certificate	PDC	N/A	Engineer/PIRC	
Resolutions	<i>Resolution Title</i>	N/A	Engineer/PIRC	

Sales Tax Exempt Certificate(s) and AA/EEO Poster	Sales Tax Exempt Certs and AA/EEO Poster <i>nn</i>	N/A	PIRC	Upload as one document
CONTRACT SIGNING DRAWER				
Contract Signing Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Contract	BO <i>bbb co- cico-ppp yymmdd</i> CONTRACT	Contracts and Specifications	Contracts and Specifications	
Insurance/Other Documents as Required (DO NOT VERIFY BOND OR DIGITALLY SIGN)	Insurance	Contractor	Contractor	Local Systems: Initial Contractor's proof of insurance. Renewals are uploaded to Contract Documentation drawer.
Tax Certs and AA/EEO Poster (DO NOT VERIFY BOND OR DIGITALLY SIGN)	Tax Certs and AA/EEO Poster	Contracts and Specifications	Contracts and Specifications	Local Systems: Contracting Authority prints tax certs, signs the certs, and scans/uploads tax certs and EEO/AA Poster to Contract Documentation drawer
PRIMARY - ADDITIONAL TYPES				
Storm Water Co-Permittee Form	Co-Permittee <i>contractor name</i>	Contractor	N/A	
ENVIRONMENTAL DRAWER				
Environmental Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Amended PPP Site Map	PPP Site Map <i>yymmdd</i>	Contractor	Contractor	
Asbestos Abatement Report	Asbestos <i>nn</i>	Contractor	Contractor	
Clean Water Act Section 404 Permit	404 Permit <i>nn</i>	RCE	Engineer	
Environmental Clearances, Permits, and Documents	Environmental (<i>describe item</i>)	Contractor & RCE	Contractor & Engineer	Add supplemental drescription to define document.
Environmental Review Certification Form (Form 536003)	Env Review Cert	Contractor	Contractor	
Erosion Control Certifications (ESC Basics-ECT)	EC Cert <i>name - contractor name</i>	Contractor	Contractor & Engineer	Certification from Erosion Control Class
Erosion Control Implementation Plan (ECIP)	ECIP <i>yymmdd</i>	Contractor	Contractor	
Iowa DNR Abandoned Water Well Plugging Form (DNR Form 542-1226)	Well Plugging Record <i>nn</i>	Contractor	Contractor	
Iowa DNR Floodplain Permit	Floodplain Permit	RCE	Engineer	
Notice of Demolition	Demo Notice <i>nn</i>	Contractor	Contractor	
Registration of Minor, Nonrecurring Use of Water (542-3112)	DNR 542-3112	Contractor	Contractor	
Storm Water Co-Permittee Certification Statement (Form 830215)	Co-Permittee - <i>contractor name</i>	Contractor	Contractor	
Storm Water Inspection Reports (Form 830214) (Signatures Required)	SW <i>yymmdd</i>	Inspector	Engineer	Primary: Sign electronically in Doc Express; Local Systems: Upload Signed Inspection Reports
Storm Water Notice of Discontinuation (NOD)	NOD <i>ss</i>	RCE	Engineer	
Storm Water Permit	Storm Water Permit	RCE	Engineer / Contractor	

ESTIMATE PAYMENTS DRAWER (Local Systems Only)

Estimate Payments Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)	240007 - <i>nn</i>	N/A	PIRC	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)
Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)	Reimbursement <i>nnn</i>	N/A	PIRC	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)
Claim for Reimbursement of State-aid to Farm to Market Account	FM Fund Transfer - <i>nn</i>	N/A	PIRC	Include the Project Number and a written request stating amount to be reimbursed and documents supporting the amount to be reimbursed
Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)	240011 - <i>nn</i>	N/A	PIRC	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)
Estimate Payment	payment- <i>n</i> - <i>yyyymmdd</i>	N/A	Engineer/PIRC	<i>n</i> = sequential number of estimate payment. Will become <i>nn</i> beginning on the 10th estimate payment.
Proof of Payment	Proof of Payment <i>nnn</i>	N/A	Engineer/PIRC/ Local Systems	
Stockpiled Materials	Stockpiled Materials	N/A	Contractor	Contractor uploads invoices for material to this drawer for RCE to review.

ITEMS & MATERIALS DOCUMENTATION DRAWER

Items & Materials Documentation Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
<i>Contract Items</i> (If the document that you are uploading is not listed below, Select appropriate contract item(s) that upload applies to)	<i>Describe Item</i>	Engineer / Contractor	Engineer / Contractor	Quantity forms, support forms, tickets, depth checks, material certifications, piling logs etc.
Central Materials Input	<i>Describe Item</i>	Central Materials	Central Materials	
District Materials Input	Describe Item	District Materials	District Materials	
HMA - Charts	PWL Chart <i>mix type nn</i>	Contractor	Contractor	Also link upload to Contract Item
HMA - Mix Design	HMA Mix Design <i>intended use Design #</i>	District Materials	District Materials	
HMA - Plant Report	Plant Report <i>mix type yymmdd</i> or <i>nn</i>	Contractor	Contractor	Also link upload to Contract Item; NOTE: Contractor starts in Working Drawer, District Materials Copies here when acceptable
Materials Acceptance Report	MAR	District Materials	Local Systems	
PCC – Mix Design	PCC Mix Design <i>Type of Mix nn</i>	District Materials	District Materials	Also link upload to Contract Item
PCC Paving – Contractor Quality Control Plan	QCP	Contractor	Contractor	Also link upload to Contract Item; NOTE: Contractor starts in Working Drawer, District Materials Copies here when acceptable
PCC Paving – Plant Monitor Gradations	Monitor Gradation <i>yymmdd</i>	Inspector/ Materials	Engineer	
PCC Paving / Structure – PCC Plant Report	Plant Report <i>yymmdd</i> or <i>nn</i>	Contractor	Contractor	Also link upload to Contract Item; NOTE: Contractor starts in Working Drawer, District Materials Copies here when acceptable
PCC Paving / Structure – Air & Slump Test Results	Air & Slump <i>nn</i>	Inspector	Engineer	

PCC Paving / Structure Strength Results	Strength <i>nn</i>	Inspector	Engineer	
PCC Paving / Structure – Maturity (Curves & Verification)	Maturity <i>Type of Mix yymmdd or nn</i>	RCE/Inspector	Engineer	
PCC Paving / Structure - Time Temperature Factor Readings	Maturity Report <i>yymmdd</i>	Inspector	Engineer	
Source of Materials List	MSR	Contractor	Contractor	
Structures - Plant Monitor Gradation	Monitor Gradation <i>yymmdd</i>	Inspector/ Materials	Engineer	Also link upload to Contract Item
Structures Weekly Grade Report (Form 830242)	Structure Grade Report WE <i>yymmdd</i>	RCE/Inspector	Engineer	Also link upload to Contract Item
LOCAL SYSTEMS - ADDITIONAL TYPES				
Administering Bureau Input	IM 101	N/A	Engineer	NOTE: Engineer starts in Working Drawer, Administering Bureau Copies here when acceptable
Electronic Ticket Project Summary	E-Ticket Summary <i>mix type or aggregate type</i>	N/A	Engineer	
Request for Materials Inspection (Form 519324)	Request for Materials Inspection	N/A	Engineer	
PAYROLLS DRAWER				
Payrolls Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
<i>Contractor name</i>	PR <i>nnn WE yymmdd</i>	Contractor	Contractor	Certified Transcript of Labor Payroll (Form 830176); Non-cash fringe add supporting document
Predetermined Wage Rate	IAyy- <i>nn.n</i>	RCE	Local Systems	
PLANS DRAWER				
Plans Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
As-Advertised	As-Advertised	RCE	Local Systems	
As-Built	As-Built	RCE	Engineer	
As-Let	As-Let	RCE	Engineer	
Plan Revisions	Plan Revision <i>ppp nn</i>	RCE	Engineer	
LOCAL SYSTEMS - ADDITIONAL TYPES				
Request for Information	RFI <i>nn</i>	N/A	Contractor	
Instructions to Contractor	ITC <i>nn</i>	N/A	Engineer	
PROJECT CLOSEOUT DRAWER				
Project Closeout Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Audit of Final Pay Estimate (Form 830301)	301	District Auditor	Local Systems	
Certificate of Completion and Final Acceptance of Agreement Work (Form 640003)	640003	RCE	Engineer	
Certification of DBE Accomplishment (Form 102116)	116	Contractor	Contractor	Contractor uploads and signs electronically in Doc Express®

Certification of Subcontractor Payment (Form 518002)	518002	Contractor	Contractor	Contractor uploads and signs electronically in Doc Express®
Contract Quantity Agreement (Form 830230)	CQA <i>nn</i>	RCE/Inspector	Engineer	
Contractor Evaluations	Evals	RCE	Engineer	Upload all evaluations as one document
Final Payment (Form 830436)	436	RCE	Engineer	
Final Voucher	Local Systems: payment- <i>n</i> - <i>yyyymmdd</i> Primary: Final Voucher	RCE	Engineer	Local Systems: For projects using the Appia®-Doc Express® integration: The file name stays the same as named by Appia® (i.e. payment-4-20250715); <i>n</i> = sequential number of voucher, will become <i>nn</i> starting with the 10th voucher.
Interest Payment Information	Interest Payment	RCE	Engineer	
Non-Compliance Notice (Form 830245)	Noncompliance <i>nn</i>	RCE	Engineer	
Noncomplying Test or Measurements of Materials Incorporated into the Project	Noncomplying Material	RCE	Engineer	
Pre-Audit Agreement/Estimate Payment	payment- <i>n</i> - <i>yyyymmdd</i>	RCE	Engineer	<i>n</i> = sequentail number of the estimate payment, will become <i>nn</i> starting with the 10th estimate payment
Request for Early Release of Retained Funds	Retainage Release	Contractor	Contractor	Contractor starts in Working Drawer, RCE/Engineer Copies here when acceptable.
Statement of Completion and Final Acceptance of Work (Form 830435)	435	RCE	Engineer	
PRIMARY - ADDITIONAL TYPES				
Certificate of Completion and Acknowledgement of Utility Work (Form 517112)	Utility Completion	RCE	N/A	
Cost Sharing Memorandum	Cost Share <i>yyyymmdd</i>	District Auditor	N/A	
Statement of Salvaged Materials	Salvaged Materials <i>yyyymmdd</i>	RCE	N/A	
LOCAL SYSTEMS - ADDITIONAL TYPES				
Checklist and Certification for the Utilization of Targeted Small Businesses	TSB Checklist	N/A	Engineer	
Required Local Public Agency Project Documentation & Pre-Audit Checklist	Attachment E	N/A	Engineer	
Final Forms Checklist (I.M. 6.110 Attachment F)	Attachment F	N/A	Engineer	
SHOP & WORKING DRAWINGS DRAWER				
Shop & Working Drawings Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
<i>Contract Items</i>	<i>Description of Document and/or Form nnnnnn</i>	Contractor	Contractor	
PRIMARY - ADDITIONAL TYPES				
Tag Items	<i>Project # / Document Type</i>			
Discription name	<i>Paren_ County_ Design Number_ Submittal Description</i>			Refer to Structure plans: additional naming requirements may apply for the Submittal Description.
Architectural mock-ups		Contractor	N/A	
Architectural paving		Contractor	N/A	
Architectural paint color samples and manufacturer data		Contractor	N/A	
Architectural concrete texture form liner samples and drawings		Contractor	N/A	
Architectural concrete sealer samples and manufacturer data		Contractor	N/A	
Architectural ornamental brick		Contractor	N/A	
Bridge components		Contractor	N/A	

Cofferdam design (when required)		Contractor	N/A	
Detail plans for falsework or centering support of steel structures (i.e. erection plans)		Contractor	N/A	
Falsework for slab bridges		Contractor	N/A	
Highway lighting		Contractor	N/A	
Highway sign support structures (i.e.bridge type trusses, cantilever trusses, & bridge mounts)		Contractor	N/A	
Highway signing steel breakaway posts		Contractor	N/A	
Highway signing - Type A & B signs		Contractor	N/A	
Intermediate foundation improvement (IFI)(i.e. stone columns, geopiers, etc.)		Contractor	N/A	
MSE, segmental, & modular block retaining walls (Prelim & final submittals		Contractor	N/A	
Precast concrete (i.e. deck panels, RCB culverts, noise wall panels, arch sections, etc.)		Contractor	N/A	
Pre-engineered steel truss recreational trail bridge		Contractor	N/A	
Reconstruction of substructure (detailed plans for supporting the superstructure)		Contractor	N/A	
Removal of box girder bridges		Contractor	N/A	
Safety grates for RCB culverts		Contractor	N/A	
Soil nail & tie-back retaining walls		Contractor	N/A	
Steel and aluminum pedestrian hand rails		Contractor	N/A	
Steel Structures		Contractor	N/A	
Weld Procedures		Contractor	N/A	
Structural erection manual		Contractor	N/A	
Temporary sheet pile retaining wall		Contractor	N/A	
Temporary shoring		Contractor	N/A	
Tower lighting		Contractor	N/A	
Traffic signalization		Contractor	N/A	
Contractor Borrow		Contractor	N/A	
Misc. Bridge		Contractor	N/A	
Misc. Soil Design		Contractor	N/A	
Other		Contractor	N/A	
TRAFFIC CONTROL DRAWER				
Traffic Control Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Contractor's Daily Traffic Control Diary	TC Diary WE <i>yymmdd</i>	Contractor	Contractor	
Night Work Plan	Night Work Plan	Contractor	Contractor	
Traffic Control Monitor (Form E126)	TC Monitor WE <i>yymmdd</i>	Inspector	Engineer	
Traffic Control Technician Training Certificate	TC Tech Cert - <i>name</i> - <i>contractor name</i>	Contractor	Contractor	
WEEKLY REPORTS DRAWER				

Weekly Reports Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
Notice to Proceed (Form 830237)	Notice to Proceed <i>nn</i>	RCE	Engineer	
Notice of Suspension or Resumption of Work (Form 810036)	Suspend/Resume Notice <i>nn</i>	RCE	Engineer	
Weekly Report of Working Days	WDR <i>ss WE yymmdd</i>	RCE	Engineer	
LOCAL SYSTEMS - ADDITIONAL TYPES				
Weekly Report of Working Days (for Incentive/Disincentive Clause) (Form 830241)	WDR <i>ss WE yymmdd</i>	N/A	Engineer	
WORKING DRAWER				
Working Types	File Name	Who Submits (Primary)	Who Submits (Local Systems)	Instructions/Remarks
	Title file name as noted above	Contractor/RCE	Contractor/ Engineer	
The Working drawer is a place to work on a document before copying it to another drawer.				
The original document will remain in this drawer. The finalized document will be copied to another drawer.				