

Doc Express Drawers, Document Types, and 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 Naming” column, the following shall apply:

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.))

d = District number

bbb = Bid Order Number and is always 3 digits

mmm = first three letters of the month name

yy = two digit year

mm = two digit month (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))

dd = two digit day (if a single digit, always use two digits in the file name (1=01, 2=02 etc.))

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)

Drawer Name and Type	File Name	Comments	Who Submits
Agreement and Resolutions			
Agreement - City	Agreement <i>nn</i>		Engineer/PIRC
Agreement - Consultant	Agreement <i>nn</i>		Engineer/PIRC
Agreement - County	Agreement <i>nn</i>		Engineer/PIRC
Agreement - Federal	Agreement <i>nn</i>		Engineer/PIRC
Agreement - Local Public Agency	Agreement <i>nn</i>	28E	Engineer/PIRC
Agreement - State	Agreement <i>nn</i>		Engineer/PIRC
Agreements for Private Property Used by Contractor	<i>owner last name - nn</i>		Contractor
Detailed Damage Inspection Report	DDIR IA-yy- <i>nn</i> -county number - <i>nn</i>	Emergency Relief (ER) Projects	Engineer/PIRC
FMIS Federal-aid Project Modification (Amend/Mod)	FMIS AM <i>nn</i>		Administering Bureau
FMIS Federal-aid Project Modification (Closure Document)	FMIS Closure		Administering Bureau
FMIS Federal-aid Project Agreement	FMIS Doc		Administering Bureau

Drawer Name and Type	File Name	Comments	Who Submits
Funding Agreements	Funding Agreement <i>nn</i>		Administering Bureau
Project Development Certificate	PDC		Engineer/PIRC
Railroad Agreement	<i>railroad name</i>		Engineer/PIRC
Resolutions	<i>Resolution Title</i>		Engineer/PIRC
Change Order		For Force Account, upload force account form and related documents as supporting documents to the change order	
Change Order	CO <i>nn</i>	Appia change order or Form 831240. See Change Order Instructions and Chart in "00 Doc Express Instructions" in Doc Express	Engineer
Contract Documents			
Addendum	Addendum <i>ddmmmbbb</i> .Ann		Local Systems
Appia Project Setup File (.json)	Appia Projet Setup File (<i>ppp</i>)	Import file for Appia Setup	Local Systems
Contractor's Liability Insurance	Insurance <i>nn</i>	Renewal Certificate (not original certificate)	Contractor
Contractor Evaluation	Evals	Upload all evaluations as one document	Engineer
Correspondence -Misc	<i>yymmdd subject</i>		All
DBE Commercially Useful Function Checklist (Form 517014)	CUF <i>contractor name nn</i>		Engineer
DBE Commitment Report	DBE Commitment		Local Systems
Developmental Specifications	DS- <i>yynnn</i>		Local Systems
Estimating Proposal	Est Proposal		Local Systems
Field Review Reports	Field Review <i>yymmdd</i>		Administering Bureau
Final Highway Funding Sources	Funding Sources		Local Systems
Haul Road Designation	Haul Road		Engineer
Notice to Bidders	Notice to Bidders		Local Systems
Predetermined Wage Rate	IAyy- <i>nn.n</i>		Local Systems
Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)	EEO Site Inspection <i>contractor name yymmdd</i>		Engineer
Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170)	Wage Rate Interview <i>contractor name yymmdd</i>		Engineer
Project Information Sheet	ProjInfo		Engineer
Project Schedule	Schedule <i>yymmdd</i>		Contractor
Sales Tax Exempt Certificate(s) and AA/EEO Poster	Sales Tax Exempt Certs and AA/EEO Poster <i>nn</i>	Upload as one document	PIRC
Special Provisions	SP- <i>yynnn</i>		Local Systems
Subcontractor Request and Approval	Subcontract Approvals <i>nn</i>	.pdf only (not .con file)	Local Systems at time of contract signing, otherwise Engineer
Supplemental Specifications	SS- <i>yynnn</i>		Local Systems
Contract Signing			

Drawer Name and Type	File Name	Comments	Who Submits
Contract	BO <i>nnn contract id letting date</i> CONTRACT		Contracts and Specifications
Insurance/Other Documents Required (DO NOT TRANSITION THIS DOCUMENT or SIGN)	Insurance		Contractor
Tax Certs and AA/EEO Poster (DO NOT TRANSITION THIS DOCUMENT or SIGN)	Tax Certs and AA/EEO Poster	Contracting Authority prints tax certs, signs the certs, and scans/uploads tax certs and EEO/AA Poster in the Contract Documents drawer	Contracts and Specifications
Diaries		No Contractor access	
Daily Reports	DWR <i>yymmdd</i>	Daily Reports (Appia) or Daily Diaries (non-Appia). Date is the most recent date included with each upload.	Engineer
Environmental			
404 Application	404 Application		Engineer
Amended PPP Site Map	PPP Site Map <i>yymmdd</i>		Contractor
Asbestos Abatement Report	Asbestos <i>nn</i>		Contractor
Clean Water Act Section 404 Permit	404 Permit <i>nn</i>		Engineer
Co-Permittee Certification Statement (Form 830215)	Co-Permittee - <i>contractor name</i>		Contractor
Cultural Resources Evaluation	Cultural Resources <i>nn</i>		Engineer
Endangered Species (Determination of Effect)	DOE		Engineer
Erosion and Sediment Control Basics (ESC Basics)	ESC Basics <i>name</i>	Certification from Erosion Control Class	Contractor & Engineer
Erosion Control Implementation Plan (ECIP)	ECIP <i>yymmdd</i>		Contractor
Erosion Control Technician (ECT)	ECT Cert <i>name</i>	Certification from Erosion Control Class	Contractor & Engineer
Iowa DNR Floodplain Permit	Floodplain Permit		Engineer
Iowa DNR Notification of Completion of Construction (DNR Form 37)	DNR Form 37		Engineer
Iowa DNR's Notice of Discontinuation (NOD)	NOD <i>ss</i>		Engineer
Iowa DNR's Notice to Proceed	NTP <i>ss</i>		Engineer
National Environmental Policy Act	NEPA		Engineer
Natural Resources Conservation Service Permit	NRCS Permit		Engineer
Notification of Demolition	Demo Notice <i>nn</i>		Contractor
NPDES Storm Water Permit from Iowa DNR	NPDES		Engineer / Contractor

Drawer Name and Type	File Name	Comments	Who Submits
Registration of Minor Nonrecurring Use of Water (DNR Form 20)	DNR Form 20		Contractor
Sovereign Lands Permit	Sovereign Lands Permit		Engineer
Storm Water Notice of Intent (Public Notices)	Storm NOI		Engineer
Storm Water Site Inspection (Form 830214)	SW <i>yymmdd</i>		Engineer
Storm Water Pollution Prevention Plan	PPP <i>yymmdd</i>	For new PPPs after the letting or revisions to the PPP in the plans.	Engineer
Wetland Report	Wetland Report		Engineer
Estimates and Vouchers			
Claim for Reimbursement of Project Costs (non-CPS) (Form 517050)	Reimbursement <i>nnn</i>	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)	PIRC
Claim for Reimbursement of Federal Grant Program Project Costs (Form 240007)	240007 - <i>nn</i>	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)	PIRC
Claim for Reimbursement of State-aid to Farm to Market Account	FM Fund Transfer - <i>nn</i>	Include written request stating amount to be reimbursed and documents supporting the amount to be reimbursed	PIRC
Claim for Reimbursement of State Grant Program (RISE, RT) Project Costs (Form 240011)	240011 - <i>nn</i>	Include all three required documents in one file; Claim for Reimbursement, copy of canceled check(s), and copy of pay estimate(s)	PIRC
Pay Estimate	Est <i>nnn</i>		Engineer/PIRC
Proof of Payment to Contractor	Payment <i>nnn</i>		Engineer/PIRC/Local Systems
Progress Voucher	Voucher <i>nnn</i>	For Appia-Doc Express Integration projects (January 2024 letting or later), the file name stays as named by Appia.	Engineer/PIRC
Stockpiled Materials	Stockpiled Materials	Invoices for materials	Contractor
Items and Materials Documentation			
Administering Bureau Input	IM 101	Audit IM 101 for Swap and other State-aid contracts without District Materials involvement	Engineer starts in Working Drawer, Administering Bureau Publishes
	Test Report <i>item description</i>	Sample Test Report where item description: Steel Piling,	Central Materials

Drawer Name and Type	File Name	Comments	Who Submits
Central Materials Input	<i>Test Report item description</i>	Black Rebar, Epoxy Coated Rebar, Etc.	Central Materials
	HMA Verification <i>item description</i>	HMA Verification where item description: Aggregate, Binder, Emulsion, Etc.	Central Materials
	PCC Verification <i>item description</i>	PCC Verification test results where item description: Aggregate, Fly Ash, Portland Cement, Etc.	Central Materials
District Materials Input	Air and Slump Tally	Audit Air and Slump Tally	District Materials
	Borrow IA - <i>yymmdd</i>	Borrow Independent Assurance	District Materials
	Fabrication Report	Fabrication Report	Central or District Materials
	Gmm and Gmb Verification Summary	HMA Hot Box Verification	District Materials
	Hamburg Verification <i>intended use Design #</i>	HMA Hamburg Test Results	Central / District Materials
	HMA IAP <i>sample type</i>	HMA Independent Assurance	District Materials
	HMA Mix Design <i>intended use Design #</i>	HMA Mix Design	Contractor starts in Workday Drawer, District Materials publishes
	HMA Test Tally	Audit HMA Test Tally	District Materials
	HMA VAG <i>yymmdd or nn</i>	HMA Items - Verification Aggregate Gradations	District Materials
	IM 101	Audit IM 101	Engineer starts in Working Drawer, District Materials Publishes
	PCC IAP <i>sample type</i>	PCC Independent Assurance	District Materials
	PCC Mix Design <i>Type of Mix nn</i>	PCC Mix Design	Contractor starts in Working Drawer, District Materials publishes
	Profilograph Verification	Profilograph Verification	District Materials
Materials Acceptance Report	MAR		Local Systems
Request for Materials Inspection (Form 519324)	Request for Materials Inspection		Engineer
Source of Materials Report	MSR		Contractor
	<i>Calculations Description</i>	Supporting Drawings and Calculations	Engineer
	<i>Cert materials description yymmdd</i>	Materials Certification where materials description = material being certified. Examples: Black Rebar, Epoxy Coated Rebar, Piling, Curing Compound, Etc.	Contractor

Drawer Name and Type	File Name	Comments	Who Submits	
<p><i>Contract Items</i> Select appropriate contract item(s) that upload applies to.</p>	Data Sheet	Pile Driving Data Sheet for Wave Equation or Gravity Hammer	Engineer	
	Driving Graph <i>Location on Structure</i>	Wave Equation Graph for Pile Driving	Engineer	
	Ennn description	E Sheet Support Form where description = form title. Examples: HMA Mat Temperatures, Air and Slump Tests, Bridge Deck Evaporation Report, Depth Checks, Etc.	Engineer	
	IM 363 <i>yymmdd</i>	Slope of Pedestrian Facilities (Materials I.M. 363) includes the S-Sheets from Plans and Pedestrian Facility Slopes chart	Engineer	
	Quantity	Summary of Item quantity postings. Upload E Form or Appia Item Quantity Summary	Engineer	
	Pile Log <i>Location on Structure - nn</i>	Log of Piling Driven (Wave Equation-Form 830209 or Formula - Form 830210).	Engineer	
	Plastic Concrete Thickness	Thickness of Plastic Concrete Pavement - Materials I.M. 396	Engineer	
	Profilograph Report	Profilograph Report	Contractor	
<p><i>Contract Items</i> Select appropriate contract item(s) that upload applies to.</p>	Ticket <i>material description</i>	Example(s) of a Materials Delivery Ticket	Engineer	
	800130	PCC Core Report	Engineer	
	800131	ACC Thickness Q.I. Report	Engineer	
	820150	PC Absolute Volume Calculations	Engineer	
	820180	Sieve Analysis Worksheet	Engineer	
	820912	Portland Cement Shipment Yield Report	Engineer	
	821258	M & D Embankment Construction - Nuclear	Engineer	
	821278	Certified Gradation Test Report	Engineer / Contractor	
	821297	Density Of Plastic PC Concrete - Nuclear	Engineer	
	830213	PCC Paver Inspection - Materials IM 384	Engineer	
	Borrow Quality Control Test Result	Borrow QC - <i>yymmdd</i>		Contractor
	Borrow Verification Test Result	Borrow Verification - <i>yymmdd</i>		Engineer
	Contractor Furnished Borrow Report	Borrow Report <i>nn</i>		Contractor
Electronic Ticket Project Summary	E-Ticket Summary <i>mix type or aggregate type</i>	Also link upload to Contract Item	Engineer	
HMA PWL Chart	PWL Chart <i>mix type nn</i>	Also link upload to Contract Item	Contractor	

Drawer Name and Type	File Name	Comments	Who Submits
HMA Paving Plant Report	Plant Report <i>mix type yymmdd or nn</i>	Also link upload to Contract Item	Contractor
HMA Surface Patch	HMA Patch <i>yymmdd or nn</i>	Note: In comment field note number of tons used for surface patch.	Contractor
PCC Paving - Contractor Quality Control Plan	QCP		Contractor
PCC Paving / Structure - Maturity (Curves & Verification)	Maturity <i>Type of Mix yymmdd or nn</i>	Original, verification number	Contractor starts in Working Drawer, Engineer publishes
PCC Paving - PCC Plant Report	Plant Report <i>yymmdd or nn</i>	Also link upload to Contract Item	Contractor starts in Working Drawer, Engineer publishes
PCC Paving - Plant Monitor Gradation	Monitor Gradation <i>yymmdd</i>	Also link upload to Contract Item	Engineer
PCC Paving / Structure - Time Temperature Factor Readings	Daily Maturity Report <i>yymmdd</i>	Also link upload to Contract Item	Contractor start in Working Drawer, Engineer transitions
Soils Verification Test Result	Soil Verification - <i>test type yymmdd</i>		Engineer
Soils Quality Control Result	Soil QC - <i>test type yymmdd</i>		Contractor
Structures - PCC Plant Report	Plant Report <i>yymmdd or nn</i>	Also link upload to Contract Item	Contractor starts in Working Drawer, Engineer publishes
Structures - Plant Monitor Gradation	Monitor Gradation <i>yymmdd</i>	Also link upload to Contract Item	Engineer
Structures Weekly Grade Report (Form 830242)	Structure Grade Report WE <i>yymmdd</i>	Also link upload to Contract Item	Engineer
Meetings			
Preconstruction Meeting/Sign-In Information	Precon		Engineer
Pre-pour Meeting Minutes	Prepour <i>yymmdd</i>		Engineer
Progress Meeting Minutes	Progress Meeting <i>yymmdd</i>		Engineer
Payrolls			
<i>Contractor name</i>	PR <i>nnn WE yymmdd</i>	Certified Transcript of Labor Payroll (Form 830176) (Non-cash fringe add supporting document for each item).	Contractor
<i>Contractor name</i>	PR <i>nnn WE yymmdd</i> Revision	DO NOT REMOVE the original payroll or any previous revision	Contractor
Plans			
As-Advertised	As-Advertised		Administering Bureau
As-Built	As-Built		Engineer
As-Let	As-Let		Engineer
Instruction to Contractor	ITC <i>nn</i>		Engineer
Plan Revisions	Revised Plan Sheet <i>ppp xx</i>		Engineer
Request for Information	RFI <i>nn</i>		Contractor

Drawer Name and Type	File Name	Comments	Who Submits
Project Closeout		See Project Closeout Chart in "00 Doc Express Instructions" in Doc Express	
Audit of Final Pay Estimate (Form 830301)	301		Administering Bureau
Certificate of Completion and Final Acceptance of Agreement Work (Form 640003)	0003		Engineer
Certification of DBE Accomplishment (Form 102116)	116	Contractor signs electronically in Doc Express	Contractor
Certification of Subcontractor Payment (Form 518002)	518002	Contractor signs electronically in Doc Express	Contractor
Checklist and Certification for the Utilization of Targeted Small Businesses	TSB Checklist		Engineer
Contract Quantity Agreement (Form 830230)	CQA <i>nn</i>		Engineer
Final Estimate	Final Est		Engineer
Final Forms Checklist (6.110 Attachment F)	Attachment F		Engineer
Final Payment (Form 830436)	436		Engineer
Final Voucher	Final Voucher	For Appia-Doc Express Integration projects (January 2024 letting or later), the file name stays as named by Appia.	Engineer
Interest Payment Information (Form 830236)	Interest Payment		Engineer
Noncompliance Notice (Form 830245)	Noncompliance <i>nn</i>		Engineer
Noncomplying Test or Measurements of Materials Incorporated into the Project	Noncomplying Material		Engineer
Request for Early Release of Retained Funds	Retainage Release		Contractor starts in Working Drawer, Engineer transitions
Required Local Public Agency Project Documentation & Pre-Audit Checklist	Attachment E		Engineer
Semi-Final Estimate	Semi-Final Est <i>nnn</i>		Engineer
Semi-Final Voucher	Semi-final Voucher <i>nnn</i>	For Appia-Doc Express Integration projects (January 2024 letting or later), the file name stays as named by Appia.	Engineer
Statement of Completion and Final Acceptance of Work (Form 830435)	435		Engineer

Drawer Name and Type	File Name	Comments	Who Submits
Right of Way Acquisition		Redact any personal information (SSN#, etc.) prior to uploading documents to this drawer.	
Acquisition Contract	Contract <i>parcel no. and/or name</i>		Engineer/PIRC
Acquisition Plat / Area Description	Plat <i>parcel no. and/or name</i>		Engineer/PIRC
Condemnation	Condemnation <i>parcel no. and/or name</i>	Condemnation Filing / Award	Engineer/PIRC
Conveyance Documents	Conveyance <i>parcel no. and/or name</i>	Deed / Permanent Easement / Temporary Easement	Engineer/PIRC
Correspondence / Notes	Notes <i>parcel no. and/or name</i>		Engineer/PIRC
Notice of Intent to Acquire / Statement of Property Owner's Rights	NOI <i>parcel no. and/or name</i>	Public Notice / Letter to Owner	Engineer/PIRC
Offer of Just Compensation	Compensation <i>parcel no. and/or name</i>	Offer to Purchase / Summary Statement	Engineer/PIRC
Record of Contacts	Contacts <i>parcel no. and/or name</i>		Engineer/PIRC
Relocation Assistance	Relocation <i>parcel no. and/or name</i>	Relocation Study / Offer of Relocation / Personal Property Moving Quotes	Engineer/PIRC
Revised Offer / Administrative Settlement	Revised Offer <i>parcel no. and/or name</i>		Engineer/PIRC
Settlement Sheet / Record of Payment	Settlement <i>parcel no. and/or name</i>		Engineer/PIRC
Valuation / Review	Valuation <i>parcel no. and/or name</i>	Appraisal / Review Appraisal / Approval / Waiver Valuation	Engineer/PIRC
Written Offer / Summary Statement	Offer <i>parcel no. and/or name</i>	Written Offer of Just Compensation	Engineer/PIRC
Shop Drawings			
<i>Contract Items</i>	<i>Component Description</i>	Select appropriate contract item(s) that shop drawing pertains to	Contractor
Traffic Control			
Contractor's Traffic Control Daily Diary	TC Diary WE <i>yymmdd</i>		Contractor
Night Work Plan	Night Work Plan		Contractor starts in Working Drawer, Engineer publishes
Traffic Control Monitor (Form E126)	TC Monitor WE <i>yymmdd</i>		Engineer
Traffic Control Technician Certification	TC Tech Cert - <i>tech name</i>		Contractor
Weekly Reports			

Drawer Name and Type	File Name	Comments	Who Submits
Notice to Proceed (Form 830237)	Notice to Proceed <i>nn</i>		Engineer
Notice of Suspension or Resumption of Work (Form 810036)	Suspend/Resume Notice <i>nn</i>		Engineer
Weekly Report of Working Days (for Incentive/Disincentive Clause) (Form 830241)	WDR <i>ss WE yymmdd</i>		Engineer
Weekly Report of Working Days	WDR <i>ss WE yymmdd</i>	Weekly Report of Working Days (Form 830238) or Time Charges for Working Days (Appia)	Engineer
Working	<i>Title file name as noted above</i>		<i>See notes above</i>
The Working drawer is a place to work on a document before publishing it to another drawer. The original document will remain in this drawer. The finalized document will be published to another drawer.			

Use the Naming Convention that is current when your contract is Let. See date noted on the top of Page 1.

The Naming Convention, past and present, can be found in the "00 Doc Express Instructions" in Doc Express and at the following website by scrolling down the page to the section titled "Doc Express".

https://iowadot.gov/local_systems/Post-Letting-Resources/Doc-Express-and-Appia