

CONTENT MANAGEMENT FILE NAMING CONVENTION

DOCUMENT TYPE	ABBREVIATION/ FILE TYPE
Authorization to Advertisement	AAD
Agency Coordination	AC
Advertisement	AD
Acceptance Letter	AL
Letter of Final Acceptance	AL
Associated Procedures	AP
Acquisition	AQ
ROW Acquisition	AQ
Utility Acquisition	AQ
Authorization Request	AR
Authorization to Proceed (ATP)	ATP
Analysis	AY
Conceptual Alternative Analysis	AY
Traffic Analysis	AY
Bid Bond Return Letter	BBRL
Bonds	BD
Background Information and Date	BIT
Calculations	CA
Contract Closure	CC
Conveyance Document (Land Acquisition)	CD
Consultant Evaluation	CE
Contract Extension Letter	CEL
Checklist	CK
Environmental Checklist	CK
Claims	CL
Change Order Documents	CO
Close-out Document	COD
Legal Close-out Document	COD
Comments	COM
Project Management Plan Comments	COM
Financial Plan Comments	COM
Contract/Agreement	CON
Agreement for Adjustment of Utilities	CON
Correspondence	COR
Contract Correspondence	COR

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DOCUMENT TYPE	ABBREVIATION/ FILE TYPE
Planning Phase Correspondence	COR
Design Phase Correspondence	COR
Construction Correspondence	COR
Consent of Surety	COS
Close-Out Request	CR
Approved Activity Close-out Request	CR
Constructability Review	CRV
Cost Estimate	CS
Criteria	CT
Design Criteria	CT
Time Sheet Criteria	CT
Document Audit	DA
Deviation	DE
Design	DN
Geometric Design	DN
Daily Reports	DR
Drawing	DW
Drawing & Specifications	DWSP
Environmental Compliance	EC
Environmental Document	ED
E-Mail	EM
Eminent Domain	EMD
Errors & Omissions	EO
Environmental Status	ES
Extra Work Order	EW
Focus Groups	FG
Graphics	GR
Insurance Certificate	IC
Internal Letter Agreement	ILA
Index	IN
Administrative Record Index	IN
Invoice	IV
Letter Agreement	LA
Liquidated Damages	LD
Legal Document	LEG

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DOCUMENT TYPE	ABBREVIATION/ FILE TYPE
Log	LG
Letter	LT
Meeting Agenda	MA
Materials Certifications	MC
Memorandum	ME
Meeting Minutes	MM
Manual	MN
Map	MP
System Wide Maps	MP
Matrix	MX
Non Conformance Report (NCR)	NCR
Notice of Award	NOA
Notice of Completion	NOC
Notice of Termination	NOT
Notice To Proceed	NTP
Operation & Maintenance Manual	OM
Pay Estimate	PA
Pre-Construction Meetings	PCM
Project Change Request Document	PCR
Product Data	PD
Performance Evaluations	PE
Photo	PH
Project Photos	PH
Public Hearing	PHR
Public Involvement Plan	PI
Public Involvement	PI
Project Initiation Request	PIR
Punch List	PL
Public Meeting	PM
Plan	PN
Project Master Plans	PN
Purchase Order	PO
Project Management Plan	PP
Policies and Procedures Manual	PPM
Payment Request	PRQ

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DOCUMENT TYPE	ABBREVIATION/ FILE TYPE
Final Payment Request	PRQ
Plan Revisions	PRV
Project Status Report	PSR
Presentation	PST
Permit	PT
Quality Assurance Report	QA
Corridor Management Quality Plan	QP
Advanced Planning Quality Plan	QP
DSE Quality Plan	QP
Resource Assessments and Permits	RAP
Record of Conversation	RC
Research	RES
Request for Information (RFI)	RFI
Request for Proposal (RFP)	RFP
Rate Listing	RL
Right of Entry (ROE)	ROE
Report	RPT
Inspection Report	RPT
Progress Report	RPT
Material Testing Report	RPT
Corridor Progress Reports	RPT
Capital Improvement Progress Reports	RPT
Monthly Progress Reports	RPT
MWSDBE Final Utilization Report	RPT
Supplemental Agreement	SA
Submittal	SB
Schedule	SC
Shop Drawing	SD
Approved Shop Drawing	SD
Sketch	SK
Surveying and Mapping	SM
ROW Surveying and Mapping	SM
Specification	SP
Special Specifications	SP
Submittal Review	SR

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DOCUMENT TYPE	ABBREVIATION/ FILE TYPE
Staff Summary Sheet	SS
Specification/Special Provision	SSP
Project Standards	ST
Time Charge Statement	STM
Final Liquidated Damages Settlement	STM
Studies	STU
Submittal	SU
Surveys	SUR
Time Extensions Requests	TER
Test Report	TR
Transmittal	TX
Utility	UTL
Value Engineering	VE
Visual Impact Assessment	VIA
Work Authorization	WA
Warranty	WR