



Project File Naming/Directory Structure

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Project File Naming/Directory Structure. The Third Party Contractors shall name all electronic files and folders in accordance with the naming structure on the following pages.

INSTRUCTIONS



Project File Naming/Directory Structure

- 1 Date will be represented in YYMMDD format. For example, January 02, 2009 will be represented as 090102.
- 2 The use of special characters can cause problems with uploading, viewing and downloading documents over the internet. Please do not use the comma character, or any other special characters (@#\$\$%^&*.,?) in your filenames.
- 3 The use of an underscore "_" must be used between heading fields, for ease in sorting. Spacing can be used in Field 5 (Description area). Use caps to distinguish words for ease of reading.

Field 1 is the Main Class level for that document

Field 2 is the Sub-class level for that document

Field 3 is the Creation Date of the Document or Date of the Meeting.

Field 4 is the 3 digit code to help identify the document

Field 5 is the Description of the document. If it pertains to a meeting # please use 3 numeric characters (i.e. Meeting #16 would be MIN_016)

60 10 081205 MIN 016.PDF (example filename)

Field 1 Field 2 Field 3 Field 4 Field 5

Class **Sub-Class** **Date Created** **Code** **Description**

(#)## **##** **yymmdd** **ABC** **(limit to 50 characters)**

Directory / Folder Structure			Code	Document Type
		Contract Filing	AUD	Audit
01	00	Document Control	CAL	Calculations
01	01	File Index	CHO	Change Order
02	00	Purchasing	CTR	Contract
02	10	Third Party Contract	MOD	Contract Modification
02	20	Addenda	EST	Cost Estimate
02	30	Task Orders	DCR	Design Criteria
02	40	Contract Modifications	DWG	Drawing/Plan
02	50	Change Orders	EML	E-Mail
02	60	Insurance Certificates	FAX	Faxes
03	00	Quality Assurance	INS	Insurance
03	10	TPCQMP	INV	Invoice
03	20	QA Audits	LTR	Letter
04	00	Invoicing	LOG	Log
04	10	Pay Applications	AGN	Meeting Agenda
		Project Filing	MIN	Meeting Minutes
10	00	Document Control	MEM	Memo
10	01	File Index	MSC	Miscellaneous
20	00	Project Control (Design)	NCR	Nonconformance Report
20	10	Schedules	NTP	Notice to Proceed
20	20	Design Criteria	PHO	Photo
20	30	Review of Deliverables	PRS	Previous Studies
20	40	Previous Studies	PMP	Project Management Plan
20	50	Org. Charts	QAR	Quality Assurance Compliance Report
20	60	Submittals	QMP	Quality Management Plan
25	00	Project Control (Construction)	ROC	Record of Contractor Contact
25	10	Schedules	RPT	Report
25	20	Submittals	RFI	Request for Information
25	30	RFIs	RFM	Request for Inspection of Materials
25	40	ROCCs	RFR	Request for Material Received
25	50	Daily Reports	RFP	Request for Proposal
25	60	Construction Progress Photos	CMT	Review Comments
25	70	As-Builts	SCH	Schedule
25	80	Org. Charts	SOW	Scope of Work
30	00	Nonconformance / Corrective Action	SHD	Shop Drawing
30	10	Nonconformance Log	SIG	Sign-in Sheet
30	20	Nonconformance Report(s)	SUB	Submittal
			TST	Test Report



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60_10_081205_MIN_016.PDF (example filename)

Field 1 Field 2 Field 3 Field 4 Field 5

Class Sub-Class Date Created Code Description

(#)## ## yymmdd ABC (limit to 50 characters)

Directory / Folder Structure			Code	Document Type
40	00	Quality Records	TIM	Time & Materials Form
40	10	Drawings	TNG	Training Record
40	20	Specifications	TRN	Transmittal
40	30	Calculations		
40	40	Cost Estimates		
40	50	Reports (Geotech, etc)		
40	60	Quality Verification Statements		
40	70	Inspection & Testing Records		
40	80	RFIMs		
40	90	RFMRs		
50	00	Training		
50	10	Training Log		
50	20	Training and Safety Records		
60	00	Meetings		
60	10	Meeting Minutes		
70	00	Correspondence		
70	10	Correspondence Log		
72	00	Correspondence Sent		
72	10	Metra		
72	20	Other Railroads		
72	30	Other Agencies		
72	40	Communities		
72	50	Contractors		
72	60	Consultants		
72	70	Subcontractors		
72	80	Subconsultants		
74	00	Correspondence Received		
74	10	Metra		
74	20	Other Railroads		
74	30	Other Agencies		
74	40	Communities		
74	50	Contractors		
74	60	Consultants		
74	70	Subcontractors		
74	80	Subconsultants		
76	00	Internal Correspondence		
76	10	Correspondence within Office		

Contract Filing

- METRA_Contract_PO0012345_PE1234_Project_Description
 - CONTRACT_FILING
 - 01_00_DOCUMENT_CONTROL
 - 01_01_File_Index
 - 02_00_PURCHASING
 - 02_10_Third_Party_Contract
 - 02_20_Addenda
 - 02_30_Task_Orders
 - 02_40_Contract_Modifications
 - 02_50_Change_Orders
 - 02_60_Insurance_Certificates
 - 03_00_QUALITY_ASSURANCE
 - 03_10_TPCQMP
 - 03_20_QA_Audits
 - 04_00_INVOICING
 - 04_10_Pay_Applications
 - PROJECT_FILING

INSTRUCTIONS



Project File Naming/Directory Structure

Project Filing

- METRA_Contract_PO0012345_PE1234_Project_Description
- CONTRACT_FILING
- PROJECT_FILING
 - 10_00_DOCUMENT_CONTROL
 - 10_01_File_Index
 - 20_00_PROJECT_CONTROL_(Design)
 - 20_10_Schedules
 - 20_20_Design_Criteria
 - 20_30_Review_of_Deliverables
 - 20_40_Previous_Studies
 - 20_50_Organization_Charts
 - 20_60_Submittals
 - 25_00_PROJECT_CONTROL_(Construction)
 - 25_10_Schedules
 - 25_20_Submittals
 - 25_30_RFIs
 - 25_40_ROCCs
 - 25_50_Daily_Reports
 - 25_60_Construction_Progress_Photos
 - 25_70_As-Builts
 - 25_80_Organization_Charts
 - 30_00_NONCONFORMANCE-CORRECTIVE_ACTION
 - 30_10_Nonconformance_Log
 - 30_20_Nonconformance_Reports
 - 40_00_QUALITY_RECORDS
 - 40_10_Drawings
 - 40_20_Specifications
 - 40_30_Calculations
 - 40_40_Cost_Estimates
 - 40_50_Reports_(Geotech,_etc)
 - 40_60_Quality_Verification_Statements
 - 40_70_Inspection_&_Testing_Records
 - 40_80_RFIMs
 - 40_90_RFMRs
 - 50_00_TRAINING
 - 50_10_Training_Log
 - 50_20_Training_and_Safety_Records
 - 60_00_MEETINGS
 - 60_10_Meeting_Minutes
 - 70_00_CORRESPONDENCE
 - 70_10_Correspondence_Log
 - 72_00_CORRESPONDENCE_SENT
 - 72_10_Metra
 - 72_20_Other_Railroads
 - 72_30_Other_Agencies
 - 72_40_Communities
 - 72_50_Contractors
 - 72_60_Consultants
 - 72_70_Subcontractors
 - 72_80_Subconsultants
 - 74_00_CORRESPONDENCE_RECEIVED
 - 74_10_Metra
 - 74_20_Other_Railroads
 - 74_30_Other_Agencies
 - 74_40_Communities
 - 74_50_Contractors
 - 74_60_Consultants
 - 74_70_Subcontractors
 - 74_80_Subconsultants
 - 76_00_INTERNAL_CORRESPONDENCE
 - 76_10_Correspondence_within_Office