



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ROADWAY DESIGN DIVISION**  
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**INSTRUCTIONAL BULLETIN NO. 13-16**

**Regarding Project Folder Archiving**

**PURPOSE:** This Instructional Bulletin adds the requirement of placing the project folder onto FileNet.

**Effective immediately**, Section 1-100.00 is revised as attached and the attached row is added as the last row to Table 1-1 "FileNet Project Deliverables and Plan Sets"

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9/12/13  
CS:AH:MC  
Attachment

**1-100.00 PROJECT FOLDER**

Each designer will be required to maintain an up-to-date digital project folder for each project. The typical roadway design project folder shall consist of traffic data, geological reports, calculations (drainage, quantities, sight distance, guardrail length of need, etc) correspondence (emails and letters, especially those with outside agencies) kept in chronological order by dates, daily verbal communications relating to the production of project plans, and all other pertinent information regarding design development. It is the responsibility of the designer or design manager(consultant designed projects) to maintain the project folder until the construction project is complete.

At Construction Turn-in the designer shall place a pdf file containing the entire project folder onto FileNet up to that point with the naming convention: nnnnnn-nn-ProjectFolder.pdf.

Upon receipt of the Notice of Completion from the Regional Operations Office, the designer shall upload any additional project information pertaining to the project (revisions, requests, correspondence with construction division, etc) that has occurred since the initial construction turn-in with the naming convention nnnnnn-nn-ProjectFolder-addendum.pdf

The project folder shall remain on FileNet a minimum of five years after receipt of Notice of Completion, after which it may be removed.

**TABLE 1-1 – FileNet Project Deliverables and Plans Sets**

Deliverable / Plan Set	File Format	<i>File Naming Convention (nnnnnn-nn is the project PIN)</i>	Comments	PPRM Activity
Project Folder	*.pdf Only	<b>nnnnnn-nn-ProjectFolder.pdf</b> <b>nnnnnn-nn-ProjectFolder-addendum.pdf</b>	See Section 1-100.00 for required information	n/a