Project File Index/Structure

Recordkeeper Job Aid

Construction Division

Texas Department of Transportation

Overview

The file index/structure provides a standard form of filing the construction project records.

The goal of this document is to provide information regarding reviewing and supplementing the standard file index/structure for project specific needs.

Resources

- 2024 Project File Index (internal, Crossroads Recordkeeper Development webpage)
- 2024 Project File Index presentation (internal, Crossroads Recordkeeper Development webpage)
- District standard operating procedures (if applicable)

Applications Used

- ProjectWise
- Plans Online, https://www.txdot.gov> do business>plans online (Accept agreement) >bid-lettings for collecting contract plans and proposal

Reports

- SiteManager's Contract Line Items report

ProjectWise File Index/Structure Information

The District Construction Office builds the folder structure within ProjectWise as part of the contract activation process. The file index/structure is to be reviewed by the office responsible for project specific needs during the pre-construction phase.

Additional subfolders can be created within the existing standard folder structure based on the specific project needs. Refer to your ProjectWise access to determine whether you can create these subfolders or need to contact the District Construction office for assistance. Do not alter or rename the standard folder structure. Additional subfolders are expected in the following sections (if applicable).

- 1.1 AFA
- 1.3 Subcontracts
- 2.3 DBE
- 2.7 General Correspondence
- 4 Estimates
- 5 Change Orders
- 6.1 Pay Item Support
- 6.2 Materials (Bulk Material & Form 2806)
- 6.3 Schedules (TIA and Monthly Updates)
- 6.4 RFI
- 6.5 Meetings
- 6.6 Meetings
- 6.7 Shop Drawings

ProjectWise has a 52-character limit for document file names, which includes the folder name for backup purposes.

Best Practices

Review contract plans and proposal (contract documents) for project specific items that are not included in the project file folder structure template but necessary for your files.

Be aware of the character limit for document titles or file nomenclature as you save files within ProjectWise.

Discuss and share the Project File Index Folder Structure with all project staff so everyone is aware of the requirements, including who is responsible for the input of the documents into ProjectWise.