

Appendix F - WBS & UFS

Contents

- A general Work Breakdown Structure (WBS) for project development tasks used on Riverside County Transportation Projects.
- Caltrans Uniform Filing System

With a large number of consultants performing work for the County it can become difficult to find or use files if each of the consultants has a different method of filing. It is therefor important to require uniformity from the consultants. The County does not currently have a filing system that can be provided to the consultants. It is therefor recommended that all consultants store and manage their files in accordance with Caltrans Uniform Filing System as defined in the caltrans Project Development Procedures Manual

1000 ENGINEERING / DESIGN

1005	Conceptual Design
1010	Initial Research and Data Collection
1015	Initial Scope of Work
1020	Initial Estimate
1025	Initial Schedule
1030	Traffic Accident & Turning Count Report
1035	Planning / Feasibility studies
1040	Alternative Design Concepts, Analysis & Reports (PSR)
1045	Design Partnering
1050	Preliminary Design
1055	Preliminary Survey
1060	Preliminary Survey Research
1065	Preliminary Survey Data Collection
1070	Preliminary Survey Monument Recovery
1075	Preliminary Survey Setting Monuments
1080	Preliminary Survey Topo
1085	Preliminary Survey Grade Stakes
1090	Preliminary Design Right-of-way Staking
1095	Preliminary Design Centerline Staking
1100	Preliminary Survey Pot holing
1105	Preliminary Survey Alignment / Traversing
1110	Preliminary Survey Profile & Cross Sections
1115	Preliminary Survey Calculations
1120	Preliminary Survey Levels
1125	Preliminary Survey Precise Levels - field
1130	Preliminary Survey Precise Levels - office
1135	Preliminary Survey Drafting
1140	Preliminary Survey Aerial photo marking
1145	Preliminary Survey Global Positioning System
1150	Technical Studies
1155	Design Traffic Studies
1160	Design Material Testing - Field Collection
1165	Design Material Testing - Lab Analysis
1170	Design Material Testing - Materials Report
1175	Hydrology Analysis & Drainage Report
1180	Design Exception
1185	Preliminary Design Certification
1190	Seismic Evaluation
1195	Bridge Foundation Report
1200	Bridge Advance Planning Study
1205	Value Engineering Analysis
1210	Preliminary Plans
1215	Preliminary Roadway Plans and Profiles
1220	Preliminary Structure Plans
1225	Preliminary Bridge Plans
1230	Preliminary Plans Drafting & CADD
1235	Preliminary Plan Checking
1240	Preliminary Cost Estimate
1245	Preliminary Design Analysis/Report (Project Report)
1250	Other Preliminary Engineering
1255	Final Design
1260	Design Survey
1265	Design Survey - Field Work
1270	Design Survey - Engineering
1275	Final Plans
1280	Title & Layout Plan Sheets
1285	Typical Section Plans
1290	Roadway Plans and Profiles
1295	Structure Plans
1300	Bridge Plans
1305	Contour Grading Plans
1310	NPDES - SWPPP Plans
1315	Drainage Plans and Details
1320	Electrical and Signals Plans
1325	Stage Construction / Traffic Control Plans
1330	Pavement Delineation and Signing Plans
1335	Right-of-way Requirement Plans
1340	Construction Detail Plans
1345	Architectural Treatment Plans
1350	Landscaping Plans
1355	Final Design Certification
1360	Final Plans Drafting & CADD
1365	Final Plan Checking
1370	Permit Processing (Caltrans, other agencies)
1375	Plan Approval Processing
1380	Specifications and Special Provisions
1385	Summary of Quantities and Engineers Estimate
1390	Public Works Bidding
1395	Contract Document Preparation and Processing

1500 ENVIRONMENTAL

1505	Environmental Documentation
1510	Environmental Document Preparation
1515	Environmental Field Review
1520	Environmental Notice / Advertisement
1525	Environmental Public Information Meetings/Hearings
1530	Environmental Processing / Review
1535	Environmental Special Studies
1540	Air Quality Analysis
1545	Historical Evaluation
1550	Archaeological Assessment
1555	Hazardous Waste Assessment
1560	Biological Assessment
1565	Focused Biological Survey
1570	Wetlands Delineation
1575	Paleontological Survey
1580	Relocation Impacts Analysis
1585	Socioeconomic Impact Analysis
1590	Environmental Traffic Analysis
1595	Noise Studies
1600	Visual Impact Analysis
1605	Mitigation Plan
1610	Mitigations
1615	Habitat Replacement/Protection
1620	Fossil Recovery
1625	Noise Abatement
1630	Air Quality Mitigation
1635	Mitigation Banking
1640	Mitigation Monitoring
1645	Revegetation
1650	Revegetation Maintenance
1655	Property Acquisition Mitigation
1660	Permits / Agreements
1665	Fish & Game 1601 Permit
1670	Corp. of Engineers 404 Permit
1675	Stevens Kangaroo Rat Take
1680	Section 10a/Section 7
1685	401 - Water Quality Certification
1690	NPDES/SWPPP Permit

2000 RIGHT-OF-WAY

2005	Right-of-way Surveys
2010	Right-of-way Research
2015	Right-of-way Monument recovery
2020	Right-of-way Staking
2025	Right-of-way Topo
2030	Right-of-way Drafting
2035	Right-of-way Engineering
2040	Right-of-way Title Reports
2045	Right-of-way Maps
2050	Right-of-way Plats
2055	Right-of-way Legals
2060	Right-of-way Certification
2065	Right-of-way Possession / Acquisition
2070	Appraisals
2075	Right-of-way Negotiations
2080	Escrow
2085	Condemnations
2090	Right-of-way Clearance / Demolition
2095	Right-of-way Off Sight Mitigation
2100	Right-of-way Hazardous Waste
2105	Right-of-way Relocations
2110	Right of entry
2115	Right-of-way Dedication - Accept for Maintenance
2120	Right-of-way Dedication - Accept for Public Use
2125	Right-of-way Vacation / Abandonment

2500 UTILITIES

2505	Utility Research
2510	Utility Coordination
2515	Utility Plan Preparation
2520	Utility Relocations
2525	Utility Certification

3000 CONSTRUCTION ENGINEERING	
-------------------------------	--

3005	Construction Management / Engineering / Inspection
3010	Pre-Construction Engineering/Inspection
3015	Pre-Construction Award Processing
3020	Pre-Construction Management Oversight
3025	Pre-Construction Field Review
3030	Pre-Construction Utility Coordination
3035	Pre-Construction Documentation
3040	Construction Engineering/Inspection
3045	Constructability Review / Value Engineering / QA/QC
3050	Construction Oversight
3055	Construction Inspection
3060	Construction Testing & Quality Control
3065	Construction Design Coordination
3070	Construction Plan Modifications
3075	Shop Drawing Review
3080	Construction Facilitator / Mediation
3085	Construction Utility Coordination
3090	Construction Documentation
3095	Construction Estimates
3100	Construction Constituent Responses
3105	Post Construction Engineering/Inspection
3110	Post Construction Documentation
3115	Final Construction Reports
3120	Construction Claims Resolution
3125	As -Builts
3130	Construction Surveys
3135	Construction Survey Research
3140	Construction Survey Monument Recovery
3145	Construction Survey Setting Monument
3150	Construction Survey Alignment Traversing
3155	Construction Survey Topo
3160	Construction Survey Staking
3165	Construction Survey Waterline
3170	Construction Survey Sewerline
3175	Construction Survey Curb
3180	Construction Survey Right-of-way
3185	Construction Survey Bridge
3190	Construction Survey Storm Drain
3195	Construction Survey Catch basin
3200	Construction Survey Slope
3205	Construction Survey Clearing & grubbing
3210	Construction Survey Channel
3215	Construction Survey Blue top
3220	Construction Survey Construction
3225	Construction Survey Median
3230	Construction Survey Profile & Cross Sections
3235	Construction Survey Calculations
3240	Construction Survey Levels
3245	Construction Survey Aerial photo marking
3250	Construction Survey Pot holing
3255	Construction Survey Extra Work
3260	Construction Survey Other Work
3265	Filing map on monument setting
3270	Filing corner record on monument setting
3275	Construction Survey Quality Assurance
3280	Construction Survey Office Engineering
3285	Material Testing
3290	Material Testing Management Oversight
3295	Material Testing Misc Field Work
3300	Material Testing Soils & Base
3305	Soils & Base Compaction
3310	Soils & Base Density
3315	Soils & Base R-Values
3320	Material Testing Asphalt
3325	Asphalt Plant Inspection
3330	Asphalt Mix Design Review
3335	Asphalt Extraction
3340	Material Testing Concrete
3345	Concrete Plant Inspection
3350	Concrete Mix Design Review
3355	Concrete Cylinder Testing
3360	Material Testing Report Preparation
3365	Construction Material Testing Environmental
3370	Construction Material Testing NPDES
3375	Construction Material Testing Mitigation

CHAPTER 7 - Uniform File System

Table of Contents

CHAPTER 7 - Uniform File System.....	7-3
SECTION 1 - General Guidelines.....	7-3
Overview.....	7-3
Responsibility for Managing the File System.....	7-3
Filing Strategies.....	7-3
Project History File.....	7-4
As-Built Plans.....	7-4
SECTION 2 - Directory and Instructions.....	7-5
Overview.....	7-5
"Category" Heading.....	7-5
"Record Type" Heading.....	7-5
"PHF" Heading.....	7-5
Explanation of Categories.....	7-5
Oversized Materials.....	7-6
File Folders, Index Tabs, Filing Strategy.....	7-6

CHAPTER 7 - Uniform File System

SECTION 1 - General Guidelines

Overview

This section provides an overview and rationale for the Project Development Uniform File System. Chapter 7, Section 2, provides a directory and instructions for the project development records that are filed in the Uniform File System.

Responsibility for Managing the File System

The Uniform File System is to be used for all Caltrans projects – regardless of the size or type of project. The originating unit should start the file system as soon as preliminary studies can identify the project. The originating unit may retain copies of material needed for backup on their own studies, but the basic categorized file should be transferred to the Project Engineer (PE) at the appropriate time.

For projects that are transferred between districts or the Office of Central Design, the source district and the consulting unit should determine, at the time of transfer, how their respective units will maintain the project's file system. Local agencies and private consultants shall use the Uniform File System classification scheme for any records exchanged with Caltrans.

Filing Strategies

Many letters and reports cover more than one project issue. Consequently, items will be classified and filed according to the source that generated them, rather than by subject. (Filing by subject area would result in extensive duplication of materials because correspondence and reports would have to be updated for all relevant subject areas.)

The PE should use personal discretion when creating sub-categories for filing purposes. Large projects generate enough correspondence in some categories to require creation of subcategories. No master index will be required, as the categories in the Uniform File System provide adequate identification for timely retrieval.

Projects that are staged into separate contracts for construction (e.g., for grading, paving, or structures) should share the same project file. Material should be duplicated for the respective Resident Engineer's file, but the Project History File (permanent project file) should not be assembled until after completion of all stages.

Projects considered to be initial development for an ultimate future project (e.g., initial two-lane expressway to be expanded to full freeway) should have their own, completed Project History Files. The files should include sufficient data to allow for the future project development – even if the work is not yet programmed.

Projects that are split from larger projects into more manageable segments, should stand on their own: a Resident Engineer's file and a permanent Project History File should be assembled for each segment. It is prudent to break out or duplicate material at an early date, for use as a working file for the PE, and as a source for subsequent files.

Project History File

A Project History File (the permanent project file) should be compiled for all completed projects. The file consists of selected project development records and final project construction records. These are to include all letters, memos, reports, etc. that document project decisions, or that would be useful (or required) to develop a subsequent project.

The Uniform File System Directory (Chapter 7, Section 2) indicates which project development records should be included in the Project History File. The Legal Division has approved these designated items, and the file should not be cluttered with routine records not officially designated for inclusion.

When the construction project is completed, the PE should initiate assembly of the Project History File by transmitting designated records to the Construction Unit. The Construction Unit should either compile the Project History File or transmit the data to the assigned district unit for compilation. The completed Project History File should be permanently filed in a convenient, central file location within the district.

As-Built Plans

As-built plans will continue to be stored on microfilm for permanent records. The automated records management system now under study is anticipated to be able to digitize "as-builts" with equipment such as optical scanners. This system will produce first-quality reproductions and will alleviate present storage problems.

SECTION 2 - Directory and Instructions

Overview

These instructions pertain to the directory for the project development records that should be filed in the Uniform File System. The directory follows these instructions.

"Category" Heading

The first heading in the directory is "CATEGORY." The Project Development Uniform File System has six major categories, as follows:

100	Project Control
200	Project Approval Process
300	External Project Design Correspondence
400	Intra-District Project Design Correspondence
500	Contract Preparation
600	Project Miscellaneous

These categories shall be used for all projects, regardless of size. Major projects shall use the complete system as shown. Smaller projects, with limited amounts of correspondence, may not require the total breakdown.

"Record Type" Heading

The second heading in the directory is "RECORD TYPE." This column describes the material to be included in each category.

"PHF" Heading

The third heading (PHF) stands for "PROJECT HISTORY FILE." This column indicates if the record should be filed in the Project History File.

Explanation of Categories

Category 100 covers project control.

Category 200 is a resource file covering the Project Approval Process. The file should contain only the specified documents and should not be cluttered with routine correspondence. All routine correspondence leading to the various project approval documents should be filed in Categories 300 and 400, as applicable.

Category 300 should contain correspondence between all district sources and external sources, except as noted above. Copies of project correspondence between HQ units should be filed under Category 310.

Category 400 is a source file to contain correspondence between district units.

Category 500 should contain all plans and calculations for design. Preliminary studies and plans should be filed in Category 200. All other plans, whether flat filed in drawers or rolled and placed in bins, are labeled with the appropriate Category 500 breakdown. Likewise, calculation sheets, whether in binders or file cabinet folders, should be labeled accordingly.

Category 600 covers miscellaneous items and is self-explanatory.

Oversized Materials

Attachments to letters that are too bulky for filing in regular files are referenced to the letter by date and category breakdown and then filed in separate envelopes or bins with the appropriate index label.

File Folders, Index Tabs, Filing Strategy

Index folders or index tabs are not furnished by Headquarters. The following file system directory pages may be reproduced and filed with the project file. Index tabs can be used to identify the six major Uniform File System categories. Copies of the file system directory can be used as dividers, providing a handy reference for correct filing and compilation of the Project History File.

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (100 - 143)		
CATEGORY	RECORD TYPE	PHF
100 PROJECT CONTROL		
110 EXPENDITURES		
111 Expenditure Authorizations	111.01 Planning phase (0)	X
	111.02 Design phase (1)	X
	111.03 Construction phase (3)	X
	111.04 Other phases as needed	X
	111.08 FNM-76 Requests	X
112 Personnel Costs	112.01 Project Design Costs	X
	112.02 Final Project Design Costs	X
	112.02 Other department costs, Final Project Costs	X
120 DESCRIPTION		
121 Project Description	121.01 Project Description and how determined	
122 Post Mile Determination	122.01 Calculations & backup data	
130 PROGRAMMING AND PROGRESS		
131 Programming Data	131.01 RTIP, PSTIP, STIP, SHOPP, TSM, etc. for project	
132 PYPSCAN	132.01 PYPSCAN milestone dates	
	132.02 Schedule Calculations	
	132.03 Schedule Change Approvals	X
133 Progress Reports	133.01 Monthly Project Progress Charts	
140 PROJECT COST ESTIMATES		
141 Project Cost Estimates	141.01 Log of Project Cost Estimates	
	141.02 Cost Estimate Backup Data	
142 Project Cost Increase	142.01 Cost Change Approvals	X
143 Miscellaneous Project Estimates	143.01 Study Estimates for Project Alternatives, etc.	

PHF = Project History File

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (200 - 223)		
CATEGORY	RECORD TYPE	PHF
200 PROJECT APPROVAL PROCESS		
210 PRELIMINARY STUDIES		
211 Project Initiation	211.01 Documents that identify the problem	X
	211.02 Feasibility, Justification or Concept Report	X
	211.09 Approvals to proceed	X
212 Project Authorization	212.01 PSR, PSSR, NBSSR, PSR/PR, etc.	X
	212.09 Concept Approval	X
	212.10 Scope Change Approval	X
	212.19 CTC Long Lead Time Concurrence	X
	212.29 Approval to Cease Work	X
213 Planning Studies	213.01 Written notice of Initiation of Studies	X
	213.02 Corridor or Route Location Studies	X
214 Alternatives	214.01 Preliminary Plan and Profile Studies of Alternatives	
	214.02 Impacts of Alternatives	
	214.09 Approval of Alternatives	
220 PROJECT DEVELOPMENT TEAM		
221 PDT Assignments	221.01 Authorizing Assignment Letter	
222 Project Category Assignment	222.01 Determination of Project Category, Major/Categorical Exclusion, Significant/Non-Significant	X
223 PDT Meeting Memos	223.01 Minutes or memos	
	223.09 Project Approval memos by PDT	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (230 - 244)		
CATEGORY	RECORD TYPE	PHF
230 ENVIRONMENTAL		
231 Draft Environmental Document	231.01 Environmental Assessment	X
	231.02 Circulated Draft & cover letter	X
	231.03 Written notice of EIS preparation	X
	231.04 Published technical reports	X
	231.05 Floodplain Evaluations	X
	231.06 Draft 4(f) Document	X
	231.09 Approval to Circulate	X
	231.10 Mailing list	X
232 Final Environmental Document	232.01 Distributed Final and Cover Letter	X
	232.09 Approval to distribute	X
	232.19 Findings and Notice of Determination	X
	232.29 Record of Decision or FONSI	X
	232.30 Mailing list	X
233 Public Notices of Availability	233.01 Public notices from newspapers	X
	233.02 Copy of Federal Register entry	X
234 Scenic Highway	234.01 Scenic Highway Study	X
	234.09 Approvals	X
240 PROJECT APPROVAL		
241 Project Work Plans	241.01 Copies of Project Work Plans	
242 Draft Project Report	242.01 Drafts with intradistrict comments	
	242.02 Draft Project Report	X
243 Preferred Alternative	243.01 Preferred Alternative Selection	X
244 Project Report	244.01 Project Report	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (245 - 262)		
CATEGORY	RECORD TYPE	PHF
245 Design Standard Exceptions	245.09 Documentation of Exceptions from Mandatory Design Standards	X
	245.10 Documentation of Exceptions from Advisory Design Standards	X
246 Route Adoption	246.09 CTC Report, Resolution, Map	X
247 New Connections	247.09 CTC Report and Resolution	X
	247.10 FHWA Approval	X
250 PUBLIC HEARING PROCESS		
251 Pre-Hearing Meetings	251.01 Initial Meeting documentation	X
	251.02 Scoping Meeting documentation	X
	251.03 Map Showings, Informational Meetings, other Pre-Hearing documentation	X
252 Hearing Arrangements	252.01 Notices of Hearing to HQ	
	252.02 Arrangements for Hearing Officer	
253 Public Hearing Notices	253.01 Public notices from newspapers	X
254 Record of Hearing	254.01 Transcript, comments, etc.	X
	254.02 Record of Hearing	X
260 PROJECT AGREEMENTS		
261 Cooperative Agreements and Reports	261.01 Cooperative Agreement Report	X
	261.09 Draft Agreements(s) and submittals to HQ	
	261.10 Approvals from HQ	X
	261.11 Executed Agreements	X
262 Freeway Agreements	262.01 Draft and submittals to HQ	
	262.09 Approvals from HQ	X
	262.10 Executed Agreements with map	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (263 - 274)		
CATEGORY	RECORD TYPE	PHF
263 Interagency Agreements	263.01 Drafts and submittals to HQ	
	263.09 Approvals from HQ	X
	263.10 Executed Agreements	X
264 Highway Improvement Agreements	264.01 Drafts and submittals to HQ	
	264.09 Approvals from HQ	X
	264.10 Executed Agreements	X
265 Maintenance Agreements	265.01 Drafts and submittals to HQ	
	265.09 Approvals from HQ	X
	265.10 Executed Agreements	X
270 PERMITS		
271 State Agency Permits	271.01 Drafts	
	271.09 Approvals	X
	271.10 Executed permits	X
272 Federal Permits	272.01 Drafts	
	272.09 Approvals	X
	272.10 Executed permits	X
273 Local Agency Permits	273.01 Drafts	
	273.09 Approvals	X
	273.10 Executed permits	X
274 Encroachment Permits	274.01 Drafts and submittals to HQ	
	274.09 Approvals by HQ and FHWA	X
	274.10 Executed permits	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (300 - 341)		
CATEGORY	RECORD TYPE	PHF
300 EXTERNAL PROJECT DESIGN CORRESPONDENCE		
310 HEADQUARTERS & DISTRICT CORRESPONDENCE		
311 Headquarters (except Division of Structures)	311.01 Memos between the district and various HQ units	
312 Districts	312.01 Memos between districts	
320 DIVISION OF STRUCTURES CORRESPONDENCE		
321 Structures	321.01 Memos to and from Structures Design	
	321.09 Approval memos from HQ	X
322 Structure Studies and Reports	322.01 Advanced Planning Studies	
	322.02 Bridge Site Submittal	
	322.03 Preliminary & Foundation Reports	X
	322.04 General Plans	
	322.05 General Details	
	322.06 Retaining Wall Site Submittal & Plans	
	322.07 Noise Barrier Site Submittal and Plans	
	322.08 Structural Adequacy Studies	X
	322.09 Special Studies	
330 FEDERAL AGENCY CORRESPONDENCE		
331 Federal Agencies	331.01 Letters to and from various federal agencies	
	331.09 Letters affecting project decisions	X
340 STATE AGENCY CORRESPONDENCE		
341 State Agencies	341.01 Letters to and from various State agencies	
	341.09 Letters affecting project decisions	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (350 - 382)		
CATEGORY	RECORD TYPE	PHF
350 LOCAL AGENCY CORRESPONDENCE		
351 Cities	351.01 Letters to and from various cities	
	351.09 Letters affecting project decisions	X
352 Counties	352.01 Letters to and from various counties	
	352.09 Letters affecting project decisions	X
353 Area-Wide Agencies	353.01 Letters to and from various area-wide agencies (COG, etc.)	
	353.09 Letters affecting project decisions	X
354 Other Agencies or Special Districts	354.01 Letters to and from various agencies or districts (school districts, assessment districts, etc.)	
	354.09 Letters affecting project decisions	X
360 ELECTED-OFFICIAL CORRESPONDENCE		
361 Elected Officials	361.01 Letters to and from elected officials	
	361.09 Letters affecting project decisions	X
370 PUBLIC CORRESPONDENCE		
371 Individuals	371.01 Letters to and from individuals	
	371.09 Letters affecting project decisions	X
372 Private Groups	372.01 Letters to and from Private Groups	
	372.09 Letters affecting project decisions	X
380 MEMOS TO FILE (EXTERNAL)		
381 Phone Call Documentation	381.01 Phone call documentation	
	381.09 Phone call documentation affecting project decisions	X
382 Informal Meetings/Discussions	382.01 Notes of informal meetings	
	382.09 Notes affecting project decisions	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (383 - 386)		
CATEGORY	RECORD TYPE	PHF
383 Headquarters Reviews	383.01 Notes of reviews	
	383.09 Notes affecting project decisions	X
384 FHWA Reviews	384.01 Notes of reviews	
	384.09 Notes affecting project decisions	X
385 CHP Reviews	385.01 Notes of reviews	
	385.09 Notes affecting project decisions	X
386 Other Agency Reviews	386.01 Notes of reviews	
	386.09 Notes affecting project decisions	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (400 - 453)		
CATEGORY	RECORD TYPE	PHF
400 INTRADISTRICT PROJECT DESIGN CORRESPONDENCE		
410 DRAINAGE		
411 Drainage Correspondence	411.01 Memos to and from Hydraulics Unit	
	411.02 Preliminary Drainage Report	X
	411.03 Justification of Alternatives	
	411.04 Final Drainage Review	
412 Drainage Studies	412.01 Design Discharge Calculations	X
	412.02 Floodplain encroachment	X
	412.03 Rock slope protection sizing	X
	412.04 Special Studies	X
420 ENVIRONMENTAL		
421 Environmental Correspondence	421.01 Memos to and from Environmental Unit	
430 LANDSCAPING		
431 Landscaping Correspondence	431.01 Memos to and from Landscaping Unit	
440 MATERIALS		
441 Materials Correspondence	441.01 Memos to and from Materials Unit	
	441.02 Materials Reports	X
	441.03 Pavement Deflection Studies	X
	441.04 Special Materials Studies	X
450 OPERATIONAL		
451 Maintenance Correspondence	451.01 Memos to and from the Maintenance Unit	
452 Construction Correspondence	452.01 Memos to and from the Construction Unit	
453 Traffic Operations Correspondence	453.01 Memos to and from Traffic Operations Unit	
	453.02 Final Operational Report	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (460 - 492)		
CATEGORY	RECORD TYPE	PHF
460 RIGHT OF WAY		
461 Right of Way Correspondence	461.01 Memos to and from R/W Branch	
462 Utilities Correspondence	462.01 Memos to and from Utilities Unit (including letters to utility companies)	
463 Railroad/Utility Agreements	463.01 Agreements with utility companies, railroads, etc.	
464 Utility Relocation Plans	464.01 Relocation plans for gas, power, etc.	
465 Determination of Liability	465.01 Studies for utility/non-utility prior rights	X
466 Right of Way Contracts	466.01 Contracts, obligations, etc.	
467 Right of Way Maps	467.01 Parcel, ownership, excess land, etc.	
468 Cost Estimates	468.01 Fences, driveways, etc.	
469 Resolution of Necessity	469.01 Resolution of Necessity data	X
470 SURVEYS		
471 Surveys Correspondence	471.01 Memos to and from Surveys Unit	
472 Survey Data	472.01 Aerial monuments, bench marks, etc.	
480 TRAFFIC		
481 Traffic Correspondence	481.01 Memos to and from Traffic Unit	
482 Traffic Forecasts	482.01 Present/design year ADT, peak hour, etc.	X
483 Warrants	483.01 Signal warrants, median barrier warrants, lighting warrants, etc.	X
490 MEMOS TO FILE (INTRA-DISTRICT)		
491 Phone Call Documentation	491.01 Phone call documentation	
	491.09 Phone call documentation affecting project decisions	X
492 Informal Meetings/Discussions	492.01 Notes of informal meetings	
	492.09 Notes affecting project decisions	X

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (500 - 524)		
CATEGORY	RECORD TYPE	PHF
500 CONTRACT PREPARATION		
510 PLANS		
511 Basic Plans	511.01 Contour mapping, skeletons, contour grading, interchanges, intersections, profiles, superelevations, etc.	
512 Drainage	512.01 Drainage plans, profiles, structure list, etc.	
513 Traffic	513.01 Signing, Pavement Delineation Plan, electrical plans	
	513.09 Approval of Pavement Delineation Plan	X
514 Traffic Handling	514.01 Staging and detour plans, traffic control, etc.	
515 Fencing	515.01 Types & locations, gates, etc.	
516 Erosion Control	516.01 Plans with erosion control details and locations	
517 Structures Plans	517.01 Final Structure Plans	
518 Landscape Plans	518.01 Landscape Plans	
519 Special Details	519.01 Construction notes, pavement markers, survey monuments, etc.	
520 CALCULATIONS		
521 Quantities	521.01 Checked contract items calculations	
522 Earthwork Computations	522.01 EDP printouts or quantity sheets	
	522.02 Terrain Lists	
	522.03 Template Notes	
	522.04 Staking Notes, superelevations, etc.	
523 Traverses	523.01 Computer printouts	
524 Profiles	524.01 EDP printouts or grade sheet	

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (530 - 538)		
CATEGORY	RECORD TYPE	PHF
530 PS&E PROCESSING		
531 PS&E Report	531.01 Report or Transmittal to Office Engineer for district or HQ	X
	531.02 Liquidated damage calculations	
532 Preliminary Estimate of Cost	532.01 BEES printout, bid price justification, segregations, etc.	
	532.02 Final Engineers Estimate	X
533 Special Provisions	533.01 Specifications	
534 Dummy	534.01 Proof special provisions, transmittal letters, etc.	
	534.02 Addenda	
535 Request for Funds	535.01 Request and Justification	X
	535.02 FNM-76 Approval	X
536 CTC Vote of Funds	536.01 Fund authorization by CTC	X
537 Resident Engineer Information	537.01 Copies of working data for Resident Engineer	

PROJECT DEVELOPMENT UNIFORM FILE SYSTEM (600 - 622)		
CATEGORY	RECORD TYPE	PHF
600 PROJECT MISCELLANEOUS		
610 SPECIAL STUDIES		
611 Bicycle	611.01 Completed studies and/or reports	X
612 Park and Ride	612.01 Completed studies and/or reports	X
613 Bus Loading Facilities	613.01 Completed studies and/or reports	X
614 Resource Conservation	614.01 Completed studies and/or reports	X
615 Value Analysis	615.01 Completed studies and/or reports	X
616 Hazardous Waste	616.01 Completed studies and/or reports	X
617 HOV Report	617.01 Completed studies and/or reports	X
620 PROJECT SAFETY		
621 Safety Analysis	621.01 Completed studies and/or reports	X
622 Design for Safety Recommendations	622.01 Recommendations, memos, etc.	X
	622.02 Decision documents, memos	X
623 Safety Reviews	623.01 Safety reviews and/or reports	X
630 PHOTOGRAPHS		
631 Project Photos	631.01 Preconstruction photos	X
632 Special Photos	632.01 Accidents, storm damage, etc.	X