

Scan for Content Manager
<b>DESIGN PROJECTS</b>

Name:	
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PROJECT NUMBER (Req. Key Field)

DOCUMENT DATE (Req. Key Field)

DOCUMENT VERSION (Key Field)		
	A	Annotated
	C	Copied
	O	Original
	R	Referred

DOCUMENT TYPE (Key Field)	
AGR	R/R, City State Agreements, etc...
APP	Approval Document
BRT	Bridge Rating
CEO	Chief Engineer Orders
CNC	Construction Contract
COR	General Correspondence
COM	Comments
COMP	Design Computations
DEC	Decision / Policy Document
ENC	Engineering Contract
ESC	Engineering Services
FIR	Field Inspection / PIH Report
FUN	Funding Information
INV	Invoice
HYD	Hydraulics Info
LEG	Legal
MEET	Meeting / Minutes / Scheduling
MEM	Memo to Files
MISC	Miscellaneous
NEWS	News Article
NOT	Notification of ...
NOTE	Project Notes
PDR	Pre-Design Reports
PER	Permits
PLAN	Plans
PLC	Plan Change
REQ	Request
RES	Response
SCH	Program / Project Scheduling
SHD	Shop Drawings
TRAN	Transmittal Of ...
REVW	Review of ...

ORIGINATOR	RECEIVER	
(Key Field)		
AUD	AUD	Audience
BDS	BDS	Bridge Design Section
CCS	CCS	Consultant Contract Services
CMS	CMS	Contracts Management Section / Project Control
CNST	CNST	Construction Section
CONS	CONS	Consultant
CONT	CONT	Contracts & Specifications
CONTR	CONTR	Contractor / Fabricator
DIST	DIST	District Offices
ENVI	ENVI	Environmental Section
FHWA	FHWA	FHWA
FILE	FILE	Memorandum to Files
GENP	GENP	General Public
GEOM	GEOM	Geometric Section
GEOT	GEOT	Geotechnical Section
HDQ	HDQ	Other Headquarters Sections / General Files
HYD	HYD	Hydraulics Section
LEG	LEG	Legal Section
MAIN	MAIN	Maintenance Section / (R/R Permits)
MAT	MAT	Materials Section
MPO	MPO	Metropolitan Planning Organization
PAR	PAR	Parish / City Government
PERT	PERT	Permitting Agencies
PRJMT	PRJMT	Project Management
PUBOF	PUBOF	Public Officials
RDS	RDS	Road Design Section
REAL	REAL	Real-Estate Section
RR	RR	Railroad
STATE	STATE	Other State DOT's
SECR	SECR	DOTD Secretary / Directors / Chief Engineer
SURV	SURV	Location & Survey Section
TPS	TPS	Traffic & Planning Section
TSER	TSER	Traffic Engineering & Safety Section
USCG	USCG	United States Coast Guard
UTIL	UTIL	Utility Section

REMARKS (SUBJECT OF ITEM BEING SCANNED)

PERSONAL

Return	Scan
	Scan & Mail
	Cover Sheet Only
	With Copy of Attached Document
	With the Original Attached Document
	Discard Entire Document (including cover sheet)