

File Management

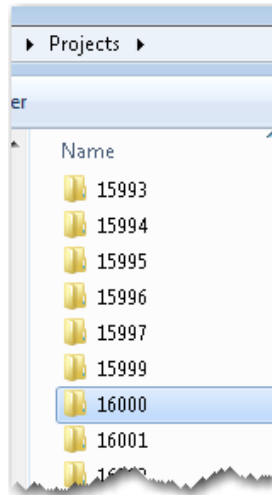
OVERVIEW - SECTION 6.1

Within Engineering, each project folder has a set of subfolders that allow the company to share all project-related data in one location. With information housed in one location, Engineers, Admin staff, and CAD Technicians are able to share data with ease. Use the following as a guide to understand a typical project folder structure.

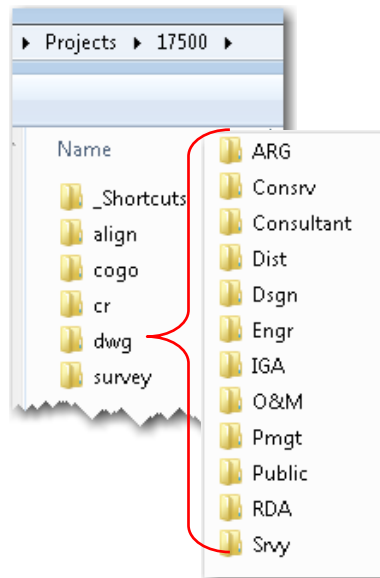
THIS PAGE INTENTIONALLY LEFT BLANK

FOLDER STRUCTURE (INTERNAL USE ONLY)

The project number is assigned through the Project Tracker application and is used to organize the Project's folder structure located on Engineering's server. The numbered folder is considered the "Top Tier" folder for each project:



Located beneath each top tier folder is a substructure that allows the users to properly save data based on their scope of duty. Most data will be saved beneath the *dwg* folders within the appropriate folder:



NOTE: Each subfolder is assigned a specific set of privileges and permissions, if you are missing permissions that are assigned to your group, please open a CAD Helpdesk ticket via Workfront.

SUBFOLDER DEFINITIONS

ARG – Project correspondence concerning the Asset Recording Group.

Consrv – Project correspondence concerning the Conservation group.

Consultant – Project design drawings, anything concerning them from external contractors.

Dist – Project design drawings, anything concerning them related to Distribution Engineering.

Dsgn – Project design drawings, anything concerning them related to Design Drafting.

Engr – Project correspondence concerning design.

IGA (Intergovernmental Agencies) - Project correspondence with other government agencies.

O&M – Project correspondence concerning Operations and Maintenance.

Pmgt – Project drawings concerning Easements and Licenses for Property Management.

Public – Project correspondence concerning public.

RDA –As-Built record drawings or any correspondence concerning them.

Srvy – Any drawings or correspondence concerning Survey.