

CONSTRUCTION PROCEDURES HANDBOOK

SECTION III	SUBSECTION B-1	DATE
CONSTRUCTION START UP	FILE SYSTEM INDEX AND CORRESPONDENCE LOG	01/20/2018

FILE SYSTEM INDEX

The RE shall establish a Field Office Filing System utilizing the following standards:

- a. Item Files will be kept in a file folder for each day of the month, files #2 through 32. At the end of the estimate period the item files for the entire month are to be attached to the estimate and filed in the monthly estimate file #33.
- b. All other project files will be numbered, as shown on the File System Index [Form DC-141](#).
 - 1) Not all projects will require all the files except File No. 1, which will always be labeled "File system index". In the first column of form DC 141 select the drop down menu and choose either Y or N to indicate that the file is either utilized or not. This will identify if a file is missing or not being used and whether or not it will be boxed for storage.
 - 2) Alphabetical suffixes can be used to expand the numerical file system index.
Example #1: If a new form is issued, a DC-93, it could be inserted into the file system index as #67a; this would be just after the existing DC-92, #67 on the index.
Example #2: If a general category needs to be expanded such as the file #46, "EEO Documents Subcontractor" to keep separate files on various subcontractors, it could be done with #46a - Painting Subcontractor, #46b – Beam Guide Rail Subcontractor, etc.
When inserting files it is important to ensure the numbering system is not compromised as the index is an Excel file and the file number column is formatted.
 - 3) When adding Files, it is important to add them to the File System Index.

CORRESPONDENCE LOG

Concerning file system index folder #44 Correspondence Outgoing, all Correspondence must indicate the Federal Project Number or indicate State Project Number.

In addition to the file system index, all field offices shall maintain a separate incoming and outgoing correspondence log, either a ledger or Correspondence Log [Form AD-19](#) shall be used. Each item of correspondence is numbered in numerical order for reference when looking for a piece of correspondence.

Electronic mail (E-mail) received at NJDOT field sites is an acceptable form of communication (correspondence). A copy of job related E-mail will be printed out, recorded and retained as part of the project records in the same manner as hard copy correspondence. The E-mail is to be filed in the appropriate correspondence file and cross-filed where necessary. E-mail records related to Construction Order activity will be considered part of the Construction Order package and will be included in the back-up documents.