

# Memorandum

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a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

Date: June 10, 2021

File: Division of Construction  
CPD 21-11



From: RAMON HOPKINS, Chief  
Division of Construction

Subject: **FALCON ELECTRONIC DOCUMENT MANAGEMENT SYSTEM**

This directive requires all project records for construction projects awarded on or after July 1, 2021, to be stored electronically in the Caltrans Falcon electronic document management system (FalconDMS). Construction projects awarded before July 1, 2021, may use the FalconDMS system, if practical, or maintain hard copies.

Use of FalconDMS to electronically store project records offers improved accessibility to these records. Refer to Sections 5-102, "Organization of Project Documents," and 5-104, "Final Construction Project Records," of the *Construction Manual* for related guidance.

Documents to be stored electronically include, but are not limited to, correspondence, submittals, payment support, forms, and daily reports. The electronic storage of project records in FalconDMS follows the uniform filing system identified in Section 5-102 of the *Construction Manual* to maintain consistency and assure auditability. The FalconDMS system will allow some user customization in assigning unused categories and subcategory files.

The projects for which FalconDMS solely stores and manages documents will not be required to retain redundant hard copies or create a hard copy project history file. The disposition of project records and the project history file will be managed in FalconDMS. Refer to Section 5-104, "Final Construction Project Records," of the *Construction Manual*, for further details on records retention requirements.

Each district or region must identify an administrator for FalconDMS. The administrator will be responsible for setting up projects in the system, configuring the projects in the system, and assigning user roles. The headquarters Division of Construction staff will provide train-the-trainers training to the administrators identified in how to perform these tasks.

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Training is required for all staff who will use FalconDMS. Training material and contact information for FalconDMS can be found on the Division of Construction's Office of Performance and Innovation Onramp web page. Email [FalconDMS.Construction@dot.ca.gov](mailto:FalconDMS.Construction@dot.ca.gov) to schedule training and for assistance downloading FalconDMS software.

Access to the FalconDMS is available at the following link after a username has been set up by the Division of Construction staff or the FalconDMS administrators:

<http://dms.dot.ca.gov/FalconWebV4/winauth.aspx>

If you have any questions or comments regarding this directive, contact Sukh Nagra, Division of Construction at [Sukhdeep.Nagra@dot.ca.gov](mailto:Sukhdeep.Nagra@dot.ca.gov) or 916-764-7300.