State of California
DEPARTMENT OF TRANSPORTATION

California State Transportation Agency

Memorandum

*Making Conservation
a California Way of Life.*

To: DISTRICT DIRECTORS
      DIVISION CHIEFS

Date: September 12, 2017

File:

From: TIMOTHY CRAGGS
        Chief
        Division of Design

Subject: **ARCHIVING PROJECT RECORDS UTILIZING DOCUMENT RETREIVAL STYSTEM**

The California Department of Transportation (Caltrans) is required to maintain complete accurate project records utilizing the Uniform File System (UFS) per the Project Development Procedures Manual (PDPM)[1]. Districts currently utilize a combination of hard copies and electronic storage for document retention, with no single established system in place. Caltrans' Document Retrieval System (DRS) is the only department-wide standardized storage system for project documents. Currently, As-built Plans are the only documents that are required to be stored in DRS.

To facilitate a consistent protocol for project documents to be available for search, legal review, audit, reporting and reference, the Division of Design (DOD) is configuring the DRS environment to reflect the Uniform Filing System.

The new "Design Uniform Filing System" environment, which utilizes expanded and user-friendly drop-down menus, will be in place by October 2, 2017. This initial configuration will allow consistent storage of the final electronic copy of the following project decision documents:

- Project Initiation Documents (PIDs)
- Draft Project Reports
- Project Reports
- Design Exception Fact Sheets

This also includes final electronic copies of any corresponding supplemental versions of said documents.

After October 2, 2017, utilize the new Design UFS environment to store electronically the above referenced documents. Do not submit hard copies of these four document types to headquarters as previously required. There are no changes to the existing DRS As-Built archiving process.

The Division of Design, in consultation with the DRS Steering Committee, will continue further configuration of the DRS to ultimately reflect the UFS in its entirety and provide a single source

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to enhance California's economy and livability"*

of project document storage. As the DRS UFS environment is updated and available for expanded use, the DOD will notify the Districts. Files currently in DRS will be migrated to the new environment by the DOD.

The DOD recognizes that other department functions utilize DRS to store function-specific records. This memorandum does not modify these practices.

If you have any questions regarding this memorandum, please have your staff contact Nicholas Mraovich, Chief, Office of Strategic Information and Business Management, at (916) 651-6550.

For specific DRS-related guidance, refer to the DRS intranet website[2] or contact the DRS Help Support Desk (Email: DRS.Support@dot.ca.gov / Phone: (916) 653-2703).

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[1]"Project Development Procedures Manual," California Department of Transportation, http://www.dot.ca.gov/design/manuals/pdpm/chapter/chapt07.pdf

[2]"Caltrans Document Retrieval System (DRS)," California Department of Transportation, August 28, 2017, http://drs.dot.ca.gov/FalconWebV3/caltrans_WebSuiteV3.aspx

 c: Deputy District Directors
   HQ Division of Design Managers