



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 10-12 Technical Advisory

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TO: All Design, Operations, and District Personnel, and Consultants

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SUBJECT ERMS File Title-Naming Conventions

REVISES: *Indiana Design Manual Sections 14-1.02(04) and 14-1.02(06)*

EFFECTIVE: Immediately

The ERMS file title-naming conventions to be used are as follows.

A. Project File Title

Spaces are required in the Project File Title between Submittal, Description, Des Number and for [Bridge, Roadway, Contract] Services. For consistency purposes, underscores should not be used as the separations.

B. Plans Revision Prior to Letting

The format is as follows: [Submittal] [Description] [Des Number] for [Bridge, Roadway, Contract] Services.

Example: FT PlanRev#1 0900010 for Contract Services

Each plans-revision's files should be uploaded into ERMS1 for processing.

C. Construction Change

The format is as follows: [Submittal] [Description] [Des No.] for [Bridge, Roadway, Contract] Services.

Example: ConstChg#1 Plans 0900010 for Contract Services

Each construction change's files should be uploaded into ERMS4 for processing.

D. Revised Project File Naming Convention List

The revised list is available at the following location:

<http://www.in.gov/indot/div/public/pubs/NamingConventions.pdf>

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