

## Section 106 Document Naming Conventions

Documents submitted to or prepared by INDOT's Cultural Resources Office (CRO) should be titled by the prescribed naming convention described in this memo. The naming conventions are intended to make it easier to locate and retrieve documents for agency, consultant and public use.

### INDOT Section 106 documents should adhere to the following template:

Project name \_Desxxxxxxx\_ documenttype \_Date (year-mm-dd)

*Instructions for each title segment-*

**Project name-** route#, street/roadname, common name, if state bridge-list route # and feature crossed, for county bridges-list county (use CO) and bridge #

**INDOT Des. #** - Des followed by seven digits (do not use # or No.)

**Document type** -HPR for Historic Property Report as example, see examples below

**Date-** year (four digits)-month (mm-two digits)-date (dd-two digits)

### Examples

#### Document Types

#### Naming Conventions

Early Coordination Letter	SR62_Des1234567_Early Coordination_2013-12-02
Archaeology Phase 1A	US31_Des1234567_Phase1A_2013-12-02
Historic Property Report	SR114_Des1234567_HPR_2013-12-2
Section 4f Alternatives Analysis	SR4overTurtleCreek_Des1234567_4fAltAnalysis_2013-12-02 SullivanCoBridge#11_Des1234567_4fAltAnalysis_2013-12-02
Finding/800.11 Documentation 02	CulturalTrailNorth_Des1234567_Finding,800.11Doc._2013-12-02
Memorandum of Agreement	SR55_Des1234567_MOA_2013-12-02 SR55_Des1234567_MOA_2013-12-04_Signed
Bridge Plan Review	SR1overFlatRockRiver_Des1234567_BRPlanReview_2013-12-02
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Letters received	I69Section5_Des0300381_SHPOLetter_2013-12-02 ORB_Des0300799_IndianaLandmarksLetter_2013-12-02