

Scan for Content Manager
BRIDGE RATING FILES

Name:	
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RECALL NUMBER (Req. Key Field)

DOCUMENT DATE (Req. Key Field)

STRUCTURE NUMBER (Key Field - Minimum Length 14 characters)

PROJECT NUMBER (Key Field)

DOCUMENT VERSION (Req. Key Field)		
	A	Annotated
	C	Copied
	O	Original
	R	Referred

DOCUMENT TYPE (Key Field)	
AGR	R/R, City State Agreements, etc...
APP	Approval Document
BRT	Bridge Rating
CEO	Chief Engineer Orders
CNC	Construction Contract
COR	General Correspondence
COM	Comments
COMP	Design Computations
DEC	Decision / Policy Document
ENC	Engineering Contract
ESC	Engineering Services
FIR	Field Inspection / PIH Report
FUN	Funding Information
HYD	Hydraulics Info
INV	Invoice
LEG	Legal
MEET	Meeting / Minutes / Scheduling
MEM	Memo to Files
MISC	Miscellaneous
NEWS	News Article
NOT	Notification of ...
NOTE	Project Notes
PDR	Pre-Design Reports
PER	Permits
PLAN	Plans
PLC	Plan Change
REQ	Request
RES	Response
SCH	Program / Project Scheduling
SHD	Shop Drawings
TRAN	Transmittal Of ...
REVIEW	Review of ...

ORIGINATOR / RECEIVER (Key Field)			
AUD		AUD	Audience
BDS		BDS	Bridge Design Section
CCS		CCS	Consultant Contract Services
CMS		CMS	Contracts Management Section / Project Control
CNST		CNST	Construction Section
CONS		CONS	Consultant
CONT		CONT	Contracts & Specifications
CONTR		CONTR	Contractor / Fabricator
DIST		DIST	District Offices
ENVI		ENVI	Environmental Section
FHWA		FHWA	FHWA
FILE		FILE	Memorandum to Files
GENP		GENP	General Public
GEOM		GEOM	Geometric Section
GEOT		GEOT	Geotechnical Section
HQ		HQ	Other Headquarters Sections / General Files
HYD		HYD	Hydraulics Section
LEG		LEG	Legal Section
MAIN		MAIN	Maintenance Section / (R/R Permits)
MAT		MAT	Materials Section
MPO		MPO	Metropolitan Planning Organization
PAR		PAR	Parish / City Government
PERT		PERT	Permitting Agencies
PRJMT		PRJMT	Project Management
PUBOF		PUBOF	Public Officials
RDS		RDS	Road Design Section
REAL		REAL	Real-Estate Section
RR		RR	Railroad
STATE		STATE	Other State DOT's
SECR		SECR	DOTD Secretary / Directors / Chief Engineer
SURV		SURV	Location & Survey Section
TPS		TPS	Traffic & Planning Section
TSER		TSER	Traffic Engineering & Safety Section
USCG		USCG	United States Coast Guard
UTIL		UTIL	Utility Section

REMARKS (SUBJECT OF ITEM BEING SCANNED)

PERSONAL

Return	Scan
	Scan & Mail
	Cover Sheet Only
	With Copy of Attached Document
	With the Original Attached Document
	Discard Entire Document (including cover sheet)