

January 20, 2014

MEMORANDUM

To: All Engineers, Developers and Owners

CC: Steven E. Darcey, CPESC
Executive Director

From: John B. Tarr, P.E.
District Engineer

Re: Digital Archiving of Approved Project Documents

This memorandum is intended to provide guidance and clarification on the District's Digital Archiving initiative for approved project documents.

In support of its State delegated custodial and operational mandates, and with the view of augmenting the current suite of services offered to the engineering community and the land development industry, the District recently initiated a long term project to create and maintain a digital database of approved project documents.

Towards this end and effective immediately, a digital (pdf) copy of approved plans and supporting documentation (computations, reports, illustrations or other relevant information) is required for all projects post approval. The requested digital files can be provided via e-mail, FTP or other preferred media of choice. Please ensure that **all plan sheets of a specific plan/ drawing set are combined into one document.**

Please adhere to the following file naming conventions:

1. Digital materials shall utilize the following file naming syntax:
 - **Plans:** <Project Number> <Suffix> <Plan> <Type> <U or R> <Project Name> <Approval Date>

Note: **U** = Update and **R** = Revision. Applicable to Erosion and Sediment Control (ESC) plans only.

- i. E.g.: 100-15 CSC Plan ESC U Piscataway Acres 01.05.2014
- ii. E.g.: 100-15 CSC Plan SD SWM Piscataway Acres 01.05.2014
- iii. E.g.: 100-15 AB Plan DS SD SWM Piscataway Acres 01.05.2014
- iv. E.g.: 100-15 AB Plan Final SD SWM Piscataway Acres 01.05.2014

Suffixes conclude the following: CSC, SSC, FSC, SC*, AB**, FH***

SC*: Projects approved prior to the three step review/ approval process;

AB**: As-built; FH***: Forest Harvest

- **Supporting Documentation:** <Project Number> <Suffix> <Report> <Type> <Project Name>
 - i. E.g.: 100-15 CSC Report Geotechnical Piscataway Acres
 - ii. E.g.: 100-15 CSC Report SD SWM Computations Piscataway Acres
 - iii. E.g.: 100-15 CSC Report ESC Computations Piscataway Acres

We greatly appreciated your partnership(s) in this endeavor.

Please contact the District at (301) 574-5162 Ext. 3 should you need additional information and or clarification on any item presented herein or related thereto.