

1 File Naming

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1.1 MDT Standard File Naming

MDT has adopted a strict naming structure for all electronic project files. This naming structure allows MDT to implement an effective electronic file management tool, the Document Management System (DMS). DMS tracks every file by five critical pieces of information: the UPN (Uniform Project Number), workgroup, file class, series number, and file type. Standard file naming provides a unique file name for every electronic document on DMS.

A file name can be broken into pieces as shown below:

Example file name: 12345000RDPLP001.DGN

<i>Uniform Project Number</i>	<i>Workgroup</i>	<i>File Class</i>	<i>Series Number</i>	<i>File Type</i>
12345000	RD	PLP	001	DGN

1.1.1 Uniform Project Number

12345000 RD PLP 001 .DGN

The Uniform Project Number has evolved from a 4-digit Control Number to a 5-digit Project Number with a 3-digit Unit Number indicating whether or not a project has split. For these reasons, a UPN may be 4 digits, 7 digits, or 8 digits. In the above example, 12345 is the Project Number portion and 000 is the Unit Number portion.

Pre January 1, 2005 examples of UPN numbers:

1234 = Original project number
 1234001 = Original project number + project split 001

Post January 1, 2005 examples of UPN numbers:

1234000 = Original project number
 1234001 = Project number – 1234, project split 001

1.1.2 Workgroup

12345000 **RD** PLP 001 .DGN

The Workgroup is based on the design area who creates and maintains the file. The Workgroup will be one of the following two-character tags:

Workgroup	Abbreviation	Workgroup	Abbreviation
As-Built	AB	Research	RS
Bridge	BR	Right-of-Way	RO
Construction	CO	Road Design	RD
Consultant Design	CD	Safety Management	SF
Contract Plans	CP	Surveying	SU
District Survey	DI	Traffic Electrical	EL
Engineering Oversight	EO	Traffic Geometrics	GE
Environmental	EN	Traffic Investigations	IN
Hydraulics	HY	Traffic Safety	SA
Materials Geology	MT	Traffic Signing	SI
Materials Pavement	MA	Utilities	UT
Photogrammetry	PH	Visualization	VI

1.1.3 File Class

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The purpose of the file designates the File Class. The File Class will be one of the following alphanumeric three-character tags:

Definition	File Class
Addendum	ADD
Additional Survey	ASU
Adopt-A-Bridge Program	AAB
Air Quality	AIR
Alignment & Grade Review	AGR
Alignment Information	ALN
All Information Compiled Into One File	ALL
Analysis Data	AND
Animal Data – Maintenance	ANM
Animal Data - MT Highway Patrol	ANR
Area	ARE
Asbestos Inspection Report	ASB
Audio	AUD
Awarded Contract	AWD
Bar Bend Detail	BBD
Beam Details (Bulb-T)	BMB
Bent or Abutment	BNT
Biological Assessment	BAR
Biological Resources	BRR
Bridge Adoption Correspondence or Agreement	BAA
Bridge Pile Loads	BPL
Building Architectural Plans	ARC
Building Electrical Plans	ELE
Building Mechanical Plans	MEC
Building Plumbing Plans	PLM
Building Structure Plans	STR
Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Bureau of Reclamation	BOR
Cadastral	CAD
CAiCE Archive File	KCA
Camber Diagram	CAM
Certification Memo	CRT
Certification of Survey	COS
Change Order Information	CHO
Channel Change	CHC
Check File	CHK
Claim	CLM
Collision Diagram	COL
Construction Report	CRE
Consultant Invoices	CIN
Consultant Plans Review	CPR
Contour Grading Plan	CGP

Definition	File Class
Contour Map	CMA
Contract Plans Submittal – Signing	CPS
Contract Time Adjustment	CTA
Contract Time Calculation	CTC
Contractor Submittal	CSU
Control Abstract	ABS
Control Survey	CON
Core Logs	COR
Correspondence	CSP
County Agreement	CAG
Cover Letter	COE
Criteria File	CRI
Cross Section Input	XSI
Cross Section Layout	LAY
Cross Sections	XSF
Cultural Resources	CUL
Culvert Service Life	CSL
Culverts	CLV
Deck Grid	DGR
Department of Environmental Quality	DEQ
Department of Natural Resources	DNR
Design Exception Report	DER
Design Parameter Report	DPR
Design Recommendation	REC
Detail Drawing - Cattle Guards	611
Detail Drawing - Cold Milling	401
Detail Drawing - Concrete Sidewalks	608
Detail Drawing - Concrete Structures	552
Detail Drawing - Culverts, Storm Drains, Sewers, etc.	603
Detail Drawing - Curbs and Gutters	609
Detail Drawing - Definitions and Terms	101
Detail Drawing - Erosion Control And Stream Preservation	208
Detail Drawing - Excavation and Embankment	203
Detail Drawing - Fences	607
Detail Drawing - Irrigation Facilities and Headwalls	615
Detail Drawing - Manholes and Inlets	604
Detail Drawing - Miscellaneous	900
Detail Drawing - Pavement Marking Application	620
Detail Drawing - Remove, Re-set and Adjust Facilities	621

Definition	File Class
Detail Drawing - RipRap, Slope and Bank Protection	613
Detail Drawing - Roadside Re-Vegetation	610
Detail Drawing - Signs, Delineators and Guideposts	619
Detail Drawing - Traffic Control	618
Detail Drawing - Traffic Signals and Lighting	617
Detail Exhibit Sheet	DEX
Detail Sheets	DET
Detail Sheets - Safety Signing	DTS
Detailed Drawings Frame Page	FPG
Detailed Site Investigation	DSI
Diaphragm Details	DIA
Digital Terrain	DTM
Digital Terrain/Planimetric	DTP
Drilled Shaft Details	DSD
Earthwork	EWK
Engineering Apps Archive File	EAA
Engineering Study Evaluation	ESE
Enlarged Exhibit Sheet	EEX
Environmental 318 Permit	318
Environmental 404 Permit	404
Environmental Assessment	EAS
Environmental Impact Statement	EIS
Environmental Monitoring Report	EMR
Environmental MPDES Permit	MPD
Environmental Protection Agency	EPA
Environmental SPA Permit	SPA
Equation File	EQU
Erection Plans	EPL
Erosion Control Plans	ERO
Erosion Control Title Sheet	ERT
Evaluations	EVA
Exhibit Sheet	EXH
Existing Plans	EXP
Expansion Joint Detail	EJD
Experimental Layout Design	ELD
Federal Highway Administration	FHW
Fencing Plans	FXP
Final Cross Sections	FXS
Final Plans	FNL
Final Plans Review	FPR
Final Report	FIN
Finding No Significant Impact	FON
Fish Crossing	FXG
Fish Passage	FPA
Flood Plain Permit	FPP
Footing Plan	FPL
Form for Bridges	4FB
Form for Historical Sites	4FH
Form for Recreational Areas	4FR
General Layout	GEN

Definition	File Class
Geopak Coordinate Geometry	JOB
Geopak Survey Archive File	GPA
Girder Details	GIR
Gravel Pit	GVL
Group C Categorical Exclusion	CEC
Group D Categorical Exclusion	CED
Guardrail and Median Barrier Rail	606
HEC-HMS Modeling File	HMS
HEC-RAS File	RAS
Highway Historical Marker	HHM
Historic Roads and Bridges	HRB
HY-8 File	HY8
Hydraulic Data Summary	HDS
Hydraulic Legal Claim	HLC
Hydraulic Survey	HSU
IMA Hardcoded	IMA
Individual Map Feature Coding	MFC
Individual Map Feature File with Patterned Lines	PFC
Information Request	REQ
Initial Site Assessment	ISA
Interagency Wetland Group	IWG
Interim Field Survey File	TSU
Joint Details	JNT
Landowner Database	LOD
Landscaping Detail Sheet	LSD
Landscaping Plan Sheet	LSP
Legacy – Not Classified	LNC
Location Hydraulic Study Report	LHS
Log Pearson Analysis	LP3
Longitudinal Sections	LNG
Mammal Crossing	MXG
Manual	MAN
Map File	MAP
Mass Diagram	MAS
MEPA Categorical Exclusion	MEP
Migratory Birds	MBA
Miscellaneous Details	MDE
Montana Fish, Wildlife & Parks	FWP
Mosaic Image File	MOS
National Park Service	NPS
Natural Resources and Conservation Service	NRC
News Release	NWR
Noise Study	NOS
Non-conventional File	NCF
Northing, Easting, Elevation	NEZ
Notice of Intent	NOI
Notice to Proceed	NTP
Orthophoto	OPH
Ownership Sheet	OWN
Pavement Marking Quantities	PMQ
Pavement Preservation Plans	PVP

Definition	File Class
PCE Applicability (level of Environmental documentation)	LED
Permission to Enter Requests	PTE
Petro Board	PTB
Phase Construction	PHA
Photo Bridging File	PBF
Photo Image	PIF
Photo Image Archive	PIA
Photogrammetry Flight Planning and Targeting	PFT
Pier Detail	PRD
Plan & Profile Sheets	PLP
Plan Review	PLR
Plan Sheets	PLN
Plan Sheets - Safety Signing	PLS
Plan-In-Hand	PIH
Plotting File	PLT
Post Construction Review	PCR
Preliminary Cross Sections	PXS
Preliminary Engineering Ownership Report	PEO
Preliminary Field Review	PFR
Preliminary Plans	PRE
Preliminary Site Investigation	PSI
Profile	PRO
Programmatic Categorical Exclusion	PCE
Project Calculation File	PCF
Project Cost Estimate	EST
Project File List	PFL
Project Information	PRJ
Project Location Map	LOC
Project Related Cell Library	CEL
Project Review	PIR
Project Schematic	SCH
Project Transmittal Form	PTF
Public Comments & Discussion	PUB
Public Information Meeting	PIM
Quantity Sheet	QSH
R/W Baseline	BAS
R/W Break Coordinates	BRK
Radio Coordinate Conversion File	RCC
Rail Detail	RDE
Rail Revisions	RRV
Read-me File	RME
Redline Map	RMP
Redline Plan	RPL
Re-evaluated Categorical Exclusion	RCE
Regulatory	REG
Rehabilitation Projects	REH
Reinforced Precast Box Culvert	PBC
Reptile/Amphibian Crossing	RAX
Retaining Wall	RWA
Right of Entry	ROE

Definition	File Class
Right-of-Way Agreement	RAG
Riprap Layout	RRL
Safety Review	SFR
Sanitary Sewer Detail Sheet	SSD
Sanitary Sewer Plan & Profile Sheet	SSP
Scope of Work	SOW
Scoping Meeting Minutes	SCP
Scour	SCR
Seeding	SED
Segment Field Topo Survey	TPO
Seismic	SEI
Shoe Details	SHD
Sign Design Calculation Sheets	SDC
Signing Inventory	INV
Signing Survey	SSU
Siphon Transition Structure	STS
Site Model created by Geopak Site	STE
Slab Details	SLD
Small Mammal Crossing	SXG
Special Mapping: Digital Terrain	SDT
Special Mapping: Digital Terrain/Planimetric	SMP
Special Mapping: Planimetric	SPL
Special Provisions	SPC
Splice Details	SPD
Standard Detail	STD
Standard Specifications Check	SSC
Standard Step	SST
State Historical Preservation Office	HPO
Storm Drain Design	SDD
Storm Drain Profile	SDP
Storm Water Management	SWM
Storm Water Protection	SWP
Summary Sheets	SUM
Super Shape	SUP
Surfacing	SRF
SurVis/MDT Viewer Archive File	SVA
Table of Contents	TOC
Title Sheet	TTL
Topsoil	TOS
Training Document	TRN
Traverse	TRV
Tribal Comment and Discussions	TRB
Typical Sections	TYP
United States Fish & Wildlife Service	FWS
United States Forest Service	USF
United States Geological Survey	USG
Utilities SUE Plan & Profile Sheets	SPP
Utilities SUE Plan Sheets	SPN
Utilities SUE Survey	SUE
Utilities SUE Title Sheet	STL
Value Analysis Program	VAP

Definition	File Class
Value Engineering Proposal	VEP
Visualization	VIS
Water Detail Sheet	WSD
Water Plan & Profile Sheet	WSP
Water Right Documentation	WTR
Weigh In Motion Plans	WIM
Wetland Conceptual Design	WCD
Wetland Conservation Easement	WCE
Wetland Design	WED

Definition	File Class
Wetland Detail	WLD
Wetland Findings Report	WFR
Wetland Monitoring	WMR
Wetland Purchase	WPA
Wetland Survey	WSU
Wingwall Details	WWD
WinZip	ZIP
Work Plan	WOP

1.1.4 Series Number

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The number of files created for each UPN within one Workgroup and File Class designates the Series Number. The Series Number may represent a revision, addition, supplementary information, or may be utilized if there is a conflict with a previously named file for a project.

The Series Number will fall within one of these character ranges:

001 – 999
A01 – W99
AA1 – WW9
AAA – WWW

Consultant files will use an X, Y & Z in the Series Number and will fall within one of these character ranges:

X01 – Z99
XX1 – ZZ9
XXX – ZZZ

Photogrammetry Series Numbering is different from other design areas. The maps must include an indicator of whether Metric or English measurements were used.

Examples:
M01 – M99: M represents Metric mapping.
F01 – F99: F represents English mapping.

When Photogrammetry uses consultants, they will include consultant numbering *and* a measurement indicator in it the Series Number.

Examples:
ZM1 – ZM9: Z represents consultant mapping, M represents Metric mapping.
ZF1 – ZF9: Z represents consultant mapping, F represents English mapping.

1.1.5 File Type

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The application and file extension used to create and maintain the file designates the File Type. The File Type will be one of the following:

Definitions:

Application & Company = Software & Company

Extension = Required extension for file naming

Description = File type information

Design:

- Yes = MicroStation design file
- No = Not MicroStation design file

DOS = DOS File Format

Format:

- Binary = Two Part Code Format
- ASCII = Standard Text Format

Naming Convention:

- Project = Complete DMS naming convention required
- None = Application dependant file naming (DMS is set to make exceptions for these file types)

Active:

- Yes = File Type currently used by DMS
- No = Inactive file type, DMS will not accept except in the case of legacy files.

Application Company: Product & Company	Extension	Description	Design	DOS	Format	Naming Convention	Active
3-D Studio: Discreet	MAX	Animation / Wire Frame File	No	No	Binary	Project	Yes
Acrobat: Adobe Systems	PDF	Portable Document Format	No	No	Binary	Project	Yes
Adobe Premier: Adobe Systems	PRPROJ	Project File	No	No	Binary	None	Yes
AutoCAD: Autodesk	DWG	Drawing Database	Yes	No	Binary	Project	Yes
AutoCAD: Autodesk	DXF	Drawing Exchange File	Yes	No	ASCII	Project	Yes
Backup: OpenVMS	FDL	File Definition Language	No	Yes	ASCII	None	Yes
Backup: OpenVMS	SAV	Save Set	No	Yes	Binary	None	Yes
Bridge: Geopak	BDB	Bridge Database	No	No	Binary	Project	Yes
Cake Walk: 12 Tone Systems	WRK	Audio Mixing	No	No	Binary	Project	Yes
Corel: WordPerfect	WPD	Document	No	No	Binary	Project	Yes
Corpscon for Windows: US Army Corps of Engineers	OUT	Output File	No	No	ASCII	Project	Yes
Data Viewer: MDT	IPO	Input File	No	No	ASCII	Project	No
Descartes: Bentley Systems	COT	Intergraph Image	No	No	Binary	Project	Yes
Descartes: Bentley Systems	HMR	Preferred Image	No	No	Binary	Project	Yes

Application Company: Product & Company	Extension	Description	Design	DOS	Format	Naming Convention	Active
Descartes: Bentley Systems	PRJ	Project File	No	No	Binary	Project	Yes
Descartes: Bentley Systems	RGR	Registry File	No	No	ASCII	Project	Yes
DocuPlot: MDT	CPB	Batch Plot File	No	No	Binary	Project	Yes
Draining Analysis: MDT	SDD	Storm Drain Design	No	No	ASCII	Project	Yes
Engineering Applications: MDT	CBT	Concrete Batch Table File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	EQU	Equation File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	EWK	Earthwork File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	EXC	Culvert Excavation File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	HCD	Horizontal Curve & Deflection File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	HDR	Header File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	PIP	Culvert Excavation Calculation File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	SED	Seeding & Fertilization Area File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	SKH	Stock Pile Volume History File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	SKV	Stock Pile Volume File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	SKX	Stock Pile Volume Cross Section File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	SSE	Surface Smoothness File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	TTR	Typical Transition Report File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	TTS	Typical Transition Setup Data File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	TTT	Typical Transition Data File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	XSC	Standard Cross Section File	No	No	ASCII	Project	Yes
Engineering Applications: MDT	XSE	EDM Cross Section File	No	No	ASCII	Project	Yes
Environmental Analysis: University of Alaska	FXG	Fish Crossing	No	No	ASCII	Project	Yes
Excel: Microsoft	CSV	Comma Delimited File	No	No	ASCII	Project	Yes
Excel: Microsoft	PRN	Space Delimited File	No	No	ASCII	Project	Yes
Excel: Microsoft	XLS	Workbook	No	No	Binary	Project	Yes
Geopak: Geopak	DAT	Output File	No	No	ASCII	Project	Yes
Geopak: Geopak	GEO	Output File	No	No	ASCII	Project	Yes
Geopak: Geopak	GPK	Cogo File	No	No	Binary	None	Yes
Geopak: Geopak	GTD	Core Hole Input File	No	No	Binary	Project	Yes
Geopak: Geopak	INP	Input File	No	No	ASCII	Project	Yes
Geopak: Geopak	IOC	Cogo Input File	No	No	ASCII	None	Yes
Geopak: Geopak	OOC	Cogo Output File	No	No	ASCII	None	Yes
Geopak: Geopak	TIN	Triangulated Irregular	No	No	Binary	Project	Yes

Application Company: Product & Company	Extension	Description	Design	DOS	Format	Naming Convention	Active
		Network File					
Geopak: Geopak	TXT	Input/Output File	No	No	ASCII	Project	Yes
Geopak: Geopak	X	Criteria File	No	No	ASCII	None	Yes
GPSurvey: Trimble	A1	Processing File	No	Yes	Binary	None	Yes
HY-8 Files: Federal Highways	HY8	HY-8 Files	No	Yes	ASCII	None	Yes
IMA: Intergraph	ATT	Database File	No	No	Binary	None	Yes
IMA: Intergraph	DBS	Database File	No	No	Binary	None	Yes
IMA: Intergraph	DDL	Database File	No	No	Binary	None	Yes
IMA: Intergraph	ENT	Database File	No	No	Binary	None	Yes
IMA: Intergraph	LST	Database File	No	No	Binary	None	Yes
IMA: Intergraph	PAR	Database File	No	No	Binary	None	Yes
IMA: Intergraph	PRJ	Database File	No	No	Binary	None	Yes
IMA: Intergraph	SAB	Alignment Numbers File	No	No	ASCII	None	Yes
IMA: Intergraph	STEREO	Bridging File	No	No	ASCII	None	Yes
IMA: Intergraph	SYM	Database File	No	No	Binary	None	Yes
IMA: Intergraph	WIN	Database File	No	No	Binary	None	Yes
Image: Generic	BMP	Bitmap Image	No	No	Binary	Project	Yes
Image: Generic	GIF	GIF Image	No	No	Binary	Project	Yes
Image: Generic	JIF	Compressed Image File	No	No	Binary	Project	Yes
Image: Generic	JPG	Compressed Image File	No	No	Binary	Project	Yes
Image: Generic	TGA	True Vision Image	No	No	Binary	Project	Yes
Image: Generic	TIF	Tagged Image Format	No	No	Binary	Project	Yes
Internet Explorer: Microsoft	HTM	Web Page	No	No	Binary	Project	Yes
Internet Explorer: Microsoft	HTML	Web Page	No	No	Binary	Project	Yes
Intersection Magic: Pd' Programming	DGM	Graphics File	No	No	Binary	Project	Yes
Log Pearson Analysis Program: MDT	LP3	Log Pearson Analysis Program	No	Yes	ASCII	None	Yes
Lotus 1-2-3: Lotus	123	Worksheet	No	No	Binary	Project	Yes
MathCAD: MathSoft	MCD	Calculation File	No	No	Binary	Project	Yes
MDT: Standard Step	SST	Standard Step	No	Yes	ASCII	None	Yes
MicroStation: Bentley Systems	CEL	Cell Library	No	No	Binary	Project	Yes
MicroStation: Bentley Systems	DAT	Macro Input/Output File	No	No	ASCII	Project	Yes
MicroStation: Bentley Systems	DGN	Design File	Yes	No	Binary	Project	Yes
MicroStation: Bentley Systems	EMF	Location Map File	No	No	Binary	Project	Yes
MicroStation: Bentley Systems	JOB	Batch Plotting	No	No	ASCII	Project	Yes
MicroStation: Bentley Systems	OUT	Macro Input/Output File	No	No	ASCII	Project	No
MicroStation: Bentley Systems	REF	Standard Reference File	Yes	No	Binary	None	Yes
Movie File: Generic	AVI	Movie File	No	No	Binary	Project	Yes
Movie File: Generic	MOD	Movie File-Digital Video	No	No	Binary	Project	Yes
Movie File: Generic	WOV	Movie File	No	No	Binary	Project	Yes

Application Company: Product & Company	Extension	Description	Design	DOS	Format	Naming Convention	Active
Movie File: Generic	MPG	Movie File	No	No	Binary	Project	Yes
MrSID-Multiresolution Seamless Image: LizardTech	SID	MrSid Image	No	No	Binary	Project	Yes
NGS: NGS Web Site	OUT	Data Sheets	No	No	ASCII	Project	Yes
Outlook: Microsoft	MSG	Message Format	No	No	Binary	Project	Yes
Outlook: Microsoft	PST	Messages Saved as a personal file or archived	No	No	Binary	Project	Yes
Photoshop: Adobe Systems	PSD	Adobe Image File	No	No	Binary	Project	Yes
PowerPoint: Microsoft	PPT	Presentation	No	No	Binary	Project	Yes
RDS: AASHTO	DAT	TEX Format Cross Section Output File	No	No	ASCII	None	Yes
RDS: AASHTO	LIS	Alignment Output File	No	No	ASCII	None	Yes
Rebar: Geopak	RDB	Rebar Database	No	No	Binary	Project	Yes
Rich Text Editor: Generic	RTF	Rich Text Format	No	No	Binary	None	Yes
Sight Survey: Simplicity	DRG	Graphics File	No	No	Binary	None	No
Sight Survey: Simplicity	ZAK	Standard Survey File	No	No	Binary	None	No
Site: Geopak	GSF	Geopak Site Modeler Project File	No	No	Binary	Project	Yes
Star*Net: Star Plus	DAT	Standard Survey File	No	No	ASCII	None	Yes
Star*Net: Star Plus	LST	Input/Output File	No	No	ASCII	None	Yes
Star*Net: Star Plus	POS	Latitude/Longitude	No	Yes	ASCII	None	Yes
Star*Net: Star Plus	PRJ	Standard Survey File	No	Yes	ASCII	None	Yes
Star*Net: Star Plus	PTS	Coordinate List	No	No	ASCII	None	Yes
Star*Net: Star Plus	RAW	Zeiss Raw Level Data	No	No	ASCII	None	Yes
Star*Net: Star Plus	SPL	Standard Survey File	No	Yes	Binary	None	Yes
Survey 4.0: Simplicity	CGA	Keystroke Log File	No	No	Binary	None	No
Survey 4.0: Simplicity	DAT	Processing File	No	No	Binary	None	No
Survey 4.0: Simplicity	JOB	Information File	No	No	ASCII	None	No
SurVis: Map Vision	CRD	Processing File	No	No	Binary	None	No
SurVis: Map Vision	FIG	Figure File	No	No	Binary	None	No
SurVis: Map Vision	ORG	Original Unedited Raw Data	No	No	ASCII	None	No
SurVis: Map Vision	PAR	Parameter File	No	No	Binary	None	No
SurVis: Map Vision	RAW	Raw Data File	No	No	ASCII	None	No
Text Editor: Generic	BAT	MS-DOS Batch File	No	No	ASCII	Project	Yes
Text Editor: Generic	BOT	Lat/Long & N/E Coordinate File	No	No	ASCII	None	Yes
Text Editor: Generic	DES	Point Description File	No	No	ASCII	None	Yes
Text Editor: Generic	FET	English Coordinate File	No	No	ASCII	Project	Yes
Text Editor: Generic	IFT	International Foot Coordinate File	No	No	ASCII	Project	Yes
Text Editor: Generic	LLH	Lat/Long Coordinate File	No	No	ASCII	None	Yes
Text Editor: Generic	LOG	Log File	No	No	ASCII	Project	Yes
Text Editor: Generic	MET	Metric Coordinate File	No	No	ASCII	Project	Yes
Text Editor: Generic	NEZ	A Northing Easting Coordinate File	No	No	ASCII	Project	Yes
Text Editor: Generic	OBS	GPS Observation	No	No	ASCII	None	Yes

Application Company: Product & Company	Extension	Description	Design	DOS	Format	Naming Convention	Active
		Schedule					
Text Editor: Generic	PTS	Survey Points List File	No	No	ASCII	Project	Yes
Text Editor: Generic	RPT	Report File	No	No	ASCII	None	Yes
Text Editor: Generic	SFT	US Survey Foot Coordinate File	No	No	ASCII	Project	Yes
Text Editor: Generic	SOE	SOE Cross Section File	No	No	ASCII	Project	Yes
Text Editor: Generic	SPC	Combinate Scale Factor & Convergence Coordinates	No	No	ASCII	None	Yes
Text Editor: Generic	TXT	Text File	No	No	ASCII	None	Yes
Text Editor: Generic	XYZ	XYZ Coordinates	No	No	ASCII	Project	Yes
Water Surface Analysis: US Army Corps of Engineers Analysis	PRJ	HEC-RAS File	No	No	ASCII	Project	Yes
WinZip: Niko Mak Computing	ZIP	Zip File	No	No	Binary	Project	Yes
Word: Microsoft	DOC	Document	No	No	Binary	Project	Yes
Write: Windows	WRI	Text File	No	No	ASCII	Project	Yes

1.2 Frequently Used File Types and File Classes by Workgroup

1.2.1 As-Built DMS File Types and Classes

Listed below are the most common File Types and Classes used by the As-Built Workgroup.

Application & Company	Extension	Description	Naming Convention	AB Classes	Description
Image: Generic	BMP	Bitmap Image	Project	*	
DocuPlot: MDT	CPB	Batch Plot File	Project	FNL	Final Plans
				PRE	Preliminary Pass
MicroStation: Bentley Systems	DGN	Design File	Project	ASU	Additional Survey
				BNT	Bent or Abutment
				CAM	Camber Diagram
				CMA	Contour Map
				CON	Control Survey
				COR	Core Logs
				DIA	Diaphragm Details
				DET	Detail Sheets
				DTS	Detail Sheets - Safety Signing
				EJD	Expansion Joint Detail
				EPL	Erection Plans
				ERO	Erosion Control Plans
				EXP	Existing Plans
				FPL	Footing Plan
				FXG	Fish Crossings
				GEN	General Layout
				GIR	Girder Details
				HDS	Hydraulic Data Summary
				JNT	Joint Details
				LAY	Cross Section Layout File
				MAP	Map File
				MDE	Miscellaneous Details
				PBC	Reinforced Precast Box Culvert
				PLN	Plan Sheets
				PLP	Plan Profile Sheets
				PRD	Pier Detail
				PRO	Profile
				PVP	Pavement Preservation Plans
				QSH	Quantity Sheet
				REH	Rehabilitation Projects
				RDE	Rail Detail
				RRR	Rail Revisions
				SDP	Storm Drain Profile
				SLD	Slab Details
				SSD	Storm Drain Design
				SSH	Shoe Details
				STS	Siphon Transition Structure
				SUE	Utilities SUE Survey
				SUM	Summary Sheets
				STD	Standard Detail
				TTL	Title Sheets
				TRV	Traverse
				TYP	Typical Sections
				WLD	Wetland Detail
				WSP	Water Plan & Profile Sheet
				WWD	Wingwall Details
				XFS	Cross Sections
Text Editor: Generic	TXT	Text File	Project	RME	Read-Me File
Image: Generic	TIF	Tagged Image Format	Project	*	

* Hard copy CADD drawings submitted by a consultant are scanned, resulting in an electronic image file that will have one of the MicroStation file classes.

In the case of the As-Built Workgroup, whose primary purpose is to update plans after construction, the file naming system is altered. Any files edited by As-Built gain the suffix AB.

Example:

12345000BRPRD001**AB**.DGN

The example file name indicates a Bridge-designed Pier Detail in Design File format that has been updated by the As-Built Workgroup.

1.2.2 Bridge DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Bridge Workgroup.

Application & Company	Extension	Description	Naming Convention	BR Classes	Description
DocuPlot: MDT	CPB	Batch Plot File	Project	PRE	Preliminary Plans
Excel: Microsoft	XLS	Workbook	Project	EST	Project Cost Estimate
Geopak: Geopak	DAT	Output File	Project	DTM	Digital Terrain
Geopak: Geopak	GPK	Cogo File	None	JOB	Geopak Coordinate Geometry
Geopak: Geopak	OOC	Cogo Output File	None	EPL	Erection Plans
				GEN	General Layout
				SLD	Slab Details
Geopak: Geopak	TIN	Triangulated Irregular Network File	Project	STE	Geopak Site Model
				CMA	Contour Map
Geopak Bridge: Geopak	BDB	Bridge Database	Project	EPL	Erection Plans
				SLD	Slab Details
Geopak Rebar: Bentley	RDB	Rebar Database	Project	BNT	Bent or Abutment
				EPL	Erection Plans
				PRD	Pier Detail
				RWA	Retaining Wall
				SEI	Seismic
				SLD	Slab Details
Geopak Site: Geopak	GSF	Geopak Site File	Project	WWD	Wingwall Details
				STE	Geopak Site Model
Image: Generic	JPG	Compressed Image File	Project	EXP	Existing Plans
Image: Generic	TIF	Tagged Image Format	Project	EXP	Existing Plans
MathCAD: MathSoft	MCD	Calculation File	Project	EJD	Expansion Joint Detail
MicroStation: Bentley Systems	DAT	Macro Input/Output File	Project	PRJ	Project Information
MicroStation: Bentley Systems	DGN	Design File	Project	BBD	Bar Bend Detail
				BMB	Beam Details (Bulb-T)
				BNT	Bent or Abutment
				CAM	Camber Diagram
				CMA	Contour Map
				CGP	Contour Grading Plan
				DGR	Deck Grid
				DIA	Diaphragm Details
				DSD	Drilled Shaft Details (Rail post only)
				EJD	Expansion Joint Detail
				EPL	Erection Plans
				EXH	Exhibit Sheet (Display only)
				EXP	Existing Plans (tiff's and their reference files)
				FPL	Footing Plan
				GEN	General Layout
				GIR	Girder Details
				JNT	Joint Details
				LNG	Longitudinal Sections
				MDE	Miscellaneous Details
				PBC	Reinforced Precast Box Culvert
				PHA	Phase Construction
				PRD	Pier Detail
				PVP	Pavement Preservation Plans
				QSH	Quantity Sheet
				RDE	Rail Detail
				REH	Rehabilitation Projects
				RRL	Riprap Layout (Coordinates for field use)
				RRV	Rail Revisions
				RWA	Retaining Wall
				SCR	Scour
				SEI	Seismic
				SHD	Shoe Details
				SLD	Slab Details
SPD	Splice Details				
STD	Standard Detail (Bridge Standard drawings)				
WWD	Wingwall Details				
Text Editor: Generic	TXT	Text File	None	RME	Read-me File
				RRL	Riprap Layout

Application & Company	Extension	Description	Naming Convention	BR Classes	Description
Word: Microsoft	DOC	Document	Project	404	Environmental 404 Permit
				ADD	Addendum
				AGR	Alignment & Grade Review
				BAA	Bridge Adoption Correspondence or Agreement
				BPL	Bridge Pile Loads
				CAG	County Agreement
				CPR	Consultant Plans Review
				CSP	Correspondence
				DER	Design Exception Report
				DPR	Design Parameter Report
				FPR	Final Plans Review
				NWR	News Release
				PCF	Project Calculation File
				PFR	Preliminary Field Review
				PIH	Plan-In-Hand
				PTF	Project Transmittal Form
				QSH	Quantity Sheet
REC	Design Recommendation				
REQ	Information Request				
SOW	Scope of Work				
SPC	Special Provisions				

1.2.3 Construction DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Construction Workgroup.

Application & Company	Extension	Description	Naming Convention	CO Classes	Description
Acrobat: Adobe Systems	PDF	Portable Document Format	Project	CLM	Claim
				CRE	Construction Report
				CSP	Correspondence
				CSU	Contractor Submittal
				PCR	Post Construction Review
Engineering Applications: MDT	HCD	Horizontal Curve & Deflection File	Project	ALN	Alignment Information
Engineering Applications: MDT	HDR	Header File	Project	PRJ	Project Information
Engineering Applications: MDT	PIP	Culvert Excavation Calculation File	Project	EWK	Earthwork
Engineering Applications: MDT	SED	Seeding & Fertilization Area File	Project	SED	Seeding
Engineering Applications: MDT	SKH	Stock Pile Volume History File	Project	EWK	Earthwork
Engineering Applications: MDT	SKV	Stock Pile Volume File	Project	EWK	Earthwork
Engineering Applications: MDT	SKX	Stock Pile Volume Cross Section File	Project	EWK	Earthwork
Engineering Applications: MDT	SSE	Surface Smoothness File	Project	SSC	Standard Specifications Check
Engineering Applications: MDT	TTR	Typical Transition Report File	Project	SRF	Surfacing
Engineering Applications: MDT	TTS	Typical Transition Setup Data File	Project	PRO	Profile
Engineering Applications: MDT	TTT	Typical Transition Data File	Project	TYP	Typical Sections
Engineering Applications: MDT	XSC	Standard Cross Section File	Project	XSF	Cross Sections
Engineering Applications: MDT	XSE	EDM Cross Section File	Project	XSF	Cross Sections
Image: Generic	BMP	Bitmap Image	Project	PIF	Photo Image
Image: Generic	JPG	Compressed Image File	Project	PIF	Photo Image
Image: Generic	TIF	Tagged Image Format	Project	PIF	Photo Image
Excel: Microsoft	XLS	Workbook	Project	CTC	Contract Time Calculation
				EST	Project Cost Estimate
				PCF	Project Calculation File
Geopak: Geopak	GPK	Cogo File	None	JOB	Geopak Coordinate Geometry
MicroStation: Bentley Systems	DGN	Design File	Project	MAP	Map File
Rich Text Editor: Generic	RTF	Rich Text Format	None	CHO	Change Order Information
				CLM	Claim
				CSP	Correspondence
				CSU	Contractor Submittal
				PCR	Post Construction Review
				PIF	Photo Image
Text Editor: Generic	TXT	Text File	None	RME	Read-me File
				CSP	Correspondence
Outlook: Microsoft	MSG	Message Format	Project	CHO	Change Order Information
				CLM	Claim
				CSP	Correspondence
				CSU	Contractor Submittal
				PCR	Post Construction Review
				PIF	Photo Image
WinZip: Niko Mak Computing:	ZIP	Zip File	Project	EAA	Engineering Apps Archive File
				SVA	SurVis/MDT Viewer Archive File
				PIF	Photo Image
Word: Microsoft	DOC	Document	Project	RME	Read-me File
				CHO	Change Order Information
				CLM	Claim
				CSP	Correspondence
				CSU	Contractor Submittal

Application & Company	Extension	Description	Naming Convention	CO Classes	Description
Acrobat: Adobe Systems	PDF	Portable Document Format	Project	CLM	Claim
				PCR	Post Construction Review
				PLR	Plan Review
				SPC	Special Provisions
				VAP	Value Analysis Program

1.2.4 Consultant Design DMS File Types and Classes

Consultants should use the relevant DMS File Types and Classes based on the design area they are preparing documents for. See page 1-1 for frequently used file types and file class by workgroup.

1.2.5 Contract Plans DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Contract Plans Workgroup.

Application & Company	Extension	Description	Naming Convention	CP Classes	Description
Acrobat: Adobe Systems	PDF	Portable Document Format	Project	AWD	Award Contract
DocuPlot: MDT	CPB	Batch Plot File	Project	AWD	Award Contract
Text Editor: Generic	TXT	Text File	Project	RME	Read-me File
Word: Microsoft	DOC	Document	Project	SPC	Special Provisions
				RME	Read-me File

In the case of Contract Plans files, the AWD File Class (Awarded Contract) is used extensively. In order to distinguish between such files, the Series Number for Contract Plans files may be replaced with a non-series tag as shown below.

Definition	Non-Series Tag
Special Provisions	SPC
Final Proposal	PV1
	PV2
Awarded Contract	CNT
Final Small Plans	PLN
Final X-Section	XS1
Final Erosion Control	ER1

Examples:

12345000CPAWD**SPC**.DOC = awarded contract, special provisions in a Word document

12345000CPAWD**XS1**.CPB = awarded contract, cross-sections in a Contract Plan Book

1.2.6 District DMS File Types and Classes

Listed below are the most common File Types and Classes used by the District Workgroup.

Application & Company	Extension	Description	Naming Convention	DI Classes	Description
Data Viewer: MDT:	IPO	Input File	Project	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
				TSU	Interim Field Survey File
WSU	Wetland Survey				
Engineering Applications: MDT	HCD	Horizontal Curve & Deflection File	Project	ALN	Alignment Information
Engineering Applications: MDT	HDR	Header File	Project	PRJ	Project Information
Generic: Text Editor	RPT	Report File	None	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
				TSU	Interim Field Survey File
WSU	Wetland Survey				
Generic: Text Editor	TXT	Text File	None	RME	Read-me File
Generic: Text Editor	XYZ	XYZ Coordinates	Project	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
				TSU	Interim Field Survey File
WSU	Wetland Survey				
Geopak Survey: Geopak	GPK	Cogo File	None	GPK	Geopak Survey Project File
Image: Generic	BMP	Bitmap Image	Project	PIF	Photo Image
Image: Generic	JPG	Compressed Image File	Project	PIF	Photo Image
MicroStation: Bentley Systems	DGN	Design File	Project	ASU	Additional Survey
				DTM	Digital Terrain
				DTP	Digital Terrain/Planimetric
				HSU	Hydraulic Survey
				MAP	Map File
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TSU	Interim Field Survey File
WSU	Wetland Survey				
SurVis: Map Vision	CRD	Processing File	None	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
				TSU	Interim Field Survey File
WSU	Wetland Survey				
SurVis: Map Vision	FIG	Figure File	None	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
				TSU	Interim Field Survey File
WSU	Wetland Survey				
SurVis: Map Vision	ORG	Original Unedited Raw Data	None	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
WSU	Wetland Survey				
SurVis: Map Vision	PAR	Parameter File	None	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
WSU	Wetland Survey				

Application & Company	Extension	Description	Naming Convention	DI Classes	Description
SurVis: Map Vision	RAW	Raw Data File	None	ASU	Additional Survey
				HSU	Hydraulic Survey
				SSU	Signing Survey
				TPO	Segment Field Topo Survey
				TRV	Traverse
				TSU	Interim Field Survey File
				WSU	Wetland Survey
Text Editor: Generic	NEZ	Northing Easting Coordinate File	Project	CAD	Cadastral
				CON	Control Survey
Word: Microsoft:	DOC	Document	Project	CSP	Correspondence
				RME	Read-me File
WinZip: Niko Mak Computing	ZIP	Zip File	Project	EAA	Engineering Apps Archive File
				GPA	Geopak Survey Archive File
				KCA	Caice Archive File
				PIA	Photo Image Archive
				SVA	SurVis/MDT Viewer Archive File

1.2.7 Engineering Oversight DMS File Types and Classes

Engineering Oversight does not currently use DMS to store documents.

1.2.8 Environmental DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Environmental Workgroup.

Application & Company	Extension	Description	Naming Convention	EN Classes	Description
MicroStation: Bentley Systems	DGN	Design File	Project	DET	Detail Sheets
				EMR	Environmental Monitoring Report
				ERO	Erosion Control Plans
				ERT	Erosion Control Title Sheet
				LAY	Cross Section Layout
				MAP	Map File
				NOS	Noise Study
				SUM	Summary Sheets
				TTL	Title Sheet
				XSF	Cross Sections
Word: Microsoft	DOC	Document	Project	WLD	Wetland Detail
				404	Environmental 404 Permit
				CSP	Correspondence
				DER	Design Exception Report
				EMR	Environmental Monitoring Report
				FPR	Final Plans Review
				MPD	Environmental MPDES Permit
				PFR	Preliminary Field Review
				PIH	Plan-In-Hand
				PTF	Project Transmittal Form
				SOW	Scope of Work
				SPA	Environmental SPA Permit

1.2.9 Hydraulics DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Hydraulics Workgroup.

Application & Company	Extension	Description	Naming Convention	HY Classes	Description
Descartes: Bentley Systems	HMR	Preferred Image	Project	OPH	Orthophoto
Drainage Analysis: MDT	SDD	Storm Drain Design	Project	SDD	Storm Drain Design
Environmental Analysis: University of Alaska	FXG	Fish Crossing	Project	FXG	Fish Crossing
Environmental Protection Agency: EPA	ZIP	Storm Water Management Model	Project	SWM	Storm Water Management Model (SWMM)
Excel: Microsoft	XLS	Workbook	Project	CSL	Culvert Service Life
Excel: Microsoft	XLS	Workbook	Project	DSN	Design
Geopak: Geopak	GEO	Output File	Project	RAS	HEC-RAS File
Geopak: Geopak	TIN	Triangulated Irregular Network File	Project	DTM	Digital Terrain
HY-8 Files: Federal Highways	HY8	HY-8 Files	None	HY8	HY-8 File
Image: Generic	GIF	GIF Image	Project	PIF	Photo Image
Image: Generic	JPG	Compressed Image File	Project	PIF	Photo Image
Image: Generic	TIF	Tagged Image Format	Project	OPH	Orthophoto
Log Pearson Analysis Program: MDT	LP3	Log Pearson Analysis Program	None	LP3	Log Pearson Analysis
MicroStation: Bentley Systems	DGN	Design File	Project	CHC	Channel Change
				CMA	Contour Map
				DET	Detail Sheets
				ERO	Erosion Control Plans
				FPA	Fish Passage
				HDS	Hydraulic Data Summary
				MAP	Map File
				PBC	Reinforced Precast Box Culvert
				RRL	Riprap Layout
				SCR	Scour
				SDP	Storm Drain Profile
				STS	Siphon Transition Structure
				XSF	Cross Sections
Standard Step: MDT	SST	Standard Step	None	SST	Standard Step
Water Surface Analysis: US Army Corps of Engineers	ZIP	HEC-HMS Files	Project	HMS	HEC-HMS Files
Water Surface Analysis: US Army Corps of Engineers	ZIP	HEC-RAS Files	Project	RAS	HEC-RAS Files
Word: Microsoft	DOC	Document	Project	CSP	Correspondence
				FPP	Flood Plain Permit
				HLC	Hydraulic Legal Claim
				LHS	Location Hydraulic Study Report
				REC	Design Recommendation
SPC	Special Provisions				

1.2.10 Materials Geology DMS File Types and Classes

Materials Geology does not currently use DMS to store documents.

1.2.11 Materials Pavement DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Materials Pavement Workgroup.

Application & Company	Extension	Description	Naming Convention	MA Classes	Description
MicroStation: Bentley Systems	DGN	Design File	Project	COR	Core Logs

1.2.12 Photogrammetry DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Photogrammetry Workgroup.

Application & Company	Extension	Description	Naming Convention	PH Classes	Description
Excel: Microsoft	XLS	Workbook	Project	XSF	Cross Sections
Geopak: Geopak	DAT	Output File	Project	DTM	Digital Terrain
Geopak: Geopak	TIN	Triangulated Irregular Network File	Project	DTM	Digital Terrain
Image: Generic	TIF	Tagged Image Format	Project	OPH	Orthophoto
MicroStation: Bentley Systems	DGN	Design File	Project	CHK	Check File
				DTP	Digital Terrain/Planimetric
				MAP	Map File
				SCH	Project Schematic
				SMP	Special Mapping: Digital Terrain/Planimetric
Text Editor: Generic	TXT	Text File	None	XSF	Cross Sections
				NCF	Non-conventional File
Text Editor: Generic	XYZ	XYZ Coordinates	Project	RME	Read-me File
				XSF	Cross Sections
Word: Microsoft	DOC	Document	Project	CSP	Correspondence
				NCF	Non-conventional File
				PFL	Project File List

1.2.13 Research DMS File Types and Classes

Research does not currently use DMS to store documents.

1.2.14 Right-of-Way DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Right-of-Way Workgroup.

Application & Company	Extension	Description	Naming Convention	RO Classes	Description
DocuPlot: MDT	CPB	Batch Plot File	Project	PRE	Preliminary Plans
Geopak: Geopak	GPK	Cogo File	None	JOB	Geopak Coordinate Geometry
Geopak: Geopak	IOC	Cogo Input File	None	BAS	R/W Baseline
				BRK	R/W Break Coordinates
				CAD	Cadastral
Geopak: Geopak	OOC	Cogo Output File	None	BAS	R/W Baseline
				BRK	R/W Break Coordinates
				CAD	Cadastral
Image: Generic	TIF	Tagged Image Format	Project	PIF	Photo Image
MicroStation: Bentley Systems	DGN	Design File	Project	ARE	Area
				DET	Detail Sheets
				DEX	Detail Exhibit Sheet
				EXH	Exhibit Sheet
				MAP	Map File
				OWN	Ownership Sheet
				PLN	Plan Sheets
				TTL	Title Sheet
Text Editor: Generic	TXT	Text File	None	BAS	R/W Baseline
				BRK	R/W Break Coordinates
Word: Microsoft	DOC	Document	Project	CSP	Correspondence

1.2.15 Road Design DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Road Design Workgroup.

Application & Company	Extension	Description	Naming Convention	RD Classes	Description
Descartes: Bentley Systems	COT	Intergraph Image	Project	OPH	Orthophoto
				PIF	Photo Image
Descartes: Bentley Systems	HMR	Preferred Image	Project	OPH	Orthophoto
				PIF	Photo Image
Descartes: Bentley Systems	PRJ	Project File	Project	OPH	Orthophoto
				PIF	Photo Image
DocuPlot: MDT	CPB	Batch Plot File	Project	ERO	Erosion Control Plans
				PRE	Preliminary Plans
				PXS	Preliminary Cross Sections
Excel: Microsoft	XLS	Workbook	Project	EST	Project Cost Estimate
				PCF	Project Calculation File
				PFL	Project File List
				XSI	Cross Section Input
Geopak: Geopak	DAT	Output File	Project	DTM	Digital Terrain
				SED	Seeding
				TOS	Topsoil
				XSF	Cross Sections
Geopak: Geopak	GPK	Cogo File	None	JOB	Geopak Coordinate Geometry
Geopak: Geopak	INP	Input File	Project	EWK	Earthwork
				LAY	Cross Section Layout
				PRO	Profile
				SED	Seeding
				SRF	Surfacing
				SUP	Super Shape
				TOS	Topsoil
				XSI	Cross Section Input
Geopak: Geopak	IOC	Cogo Input File	None	ALN	Alignment Information
				PRO	Profile
				SUP	Super Shape
				XSI	Cross Section Input
Geopak: Geopak	OOC	Cogo Output File	None	ALN	Alignment Information
				PRO	Profile
Geopak: Geopak	TIN	Triangulated Irregular Network File	Project	DTM	Digital Terrain
Geopak: Geopak	TXT	Input/Output File	Project	EWK	Earthwork
				PFL	Project File List
				RME	Read-me File
Geopak: Geopak	X	Criteria File	None	CRI	Criteria File
Image: Generic	BMP	Bitmap Image	Project	PIF	Photo Image
Image: Generic	JPG	Compressed Image File	Project	PIF	Photo Image
Image: Generic	TIF	Tagged Image Format	Project	EXP	Existing Plans
				PIF	Photo Image
MicroStation: Bentley Systems	CEL	Cell Library	Project	CEL	Project Related Cell Library
MicroStation: Bentley Systems	DAT	Macro Input/Output File	Project	PRJ	Project Information
				TYP	Typical Sections
MicroStation: Bentley Systems	DGN	Design File	Project	CMA	Contour Map
				DET	Detail Sheets
				ERO	Erosion Control Plans
				ERT	Erosion Control Title Sheet
				FXP	Fencing Plans
				HDS	Hydraulic Data Summary
				LAY	Cross Section Layout
				LSD	Landscaping Detail Sheet
				LSP	Landscaping Plan Sheet
				MAP	Map File
				MAS	Mass Diagram
				PBC	Reinforced Precast Box Culvert
				PCF	Project Calculation File
				PLN	Plan Sheets
				PLP	Plan & Profile Sheets
				PRO	Profile
MicroStation: Bentley Systems (Continued)	DGN	Design File	Project	PVP	Pavement Preservation Plans
				SDP	Storm Drain Profile

Application & Company	Extension	Description	Naming Convention	RD Classes	Description
				SSD	Sanitary Sewer Detail Sheet
				SSP	Sanitary Sewer Plan & Profile Sheet
				SUM	Summary Sheets
				SUP	Super Shape
				TRV	Traverse
				TTL	Title Sheet
				TYP	Typical Sections
				WLD	Wetland Detail
				WSD	Water Detail Sheet
				WSP	Water Plan & Profile Sheet
				XSF	Cross Sections
Outlook: Microsoft	MSG	Message Format	Project	PTF	Project Transmittal Form
PowerPoint: Microsoft	PPT	Presentation	Project	PIM	Public Information Meeting
Text Editor: Generic	LOG	Log File	Project	EWK	Earthwork
Text Editor: Generic	SOE	SOE Cross Section File	Project	XSF	Cross Sections
Text Editor: Generic	TXT	Text File	None	ALN	Alignment Information
Text Editor: Generic	XYZ	XYZ Coordinates	Project	XSI	Cross Section Input
WinZip: Niko Mak Computing	ZIP	Zip File	Project	ZIP	WinZip
Word: Microsoft	DOC	Document	Project	AGR	Alignment & Grade Review
				CSP	Correspondence
				DER	Design Exception Report
				FPR	Final Plans Review
				NWR	News Release
				PFL	Project File List
				PFR	Preliminary Field Review
				PIH	Plan-In-Hand
				PIM	Public Information Meeting
				PTF	Project Transmittal Form
				REQ	Information Request
				RME	Read-me File
				SOW	Scope of Work
				SPC	Special Provisions

1.2.16 Safety Management DMS Files Types and Classes

Safety Management does not currently use DMS to store documents.

1.2.17 Survey DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Survey Workgroup.

Application & Company	Extension	Description	Naming Convention	SU Classes	Description
Excel: Microsoft	PRN	Space Delimited File	Project	CAD	Cadastral
				CON	Control Survey
Excel: Microsoft	XLS	Workbook	Project	CAD	Cadastral
				CON	Control Survey
GPSurvey: Trimble	AI	Processing File	None	CAD	Cadastral
				CON	Control Survey
MicroStation: Bentley Systems	DGN	Design File	Project	CAD	Cadastral
				CON	Control Survey
				TRV	Traverse
Rich Text Editor: Generic	RTF	Rich Text Format	None	CON	Control Survey
Sight Survey: Simplicity	DRG	Graphics File	None	CAD	Cadastral
Sight Survey: Simplicity	ZAK	Standard Survey File	Project	CAD	Cadastral
				CON	Control Survey
Star*Net: Star Plus	DAT	Standard Survey File	None	CAD	Cadastral
				CON	Control Survey
Star*Net: Star Plus	LST	Input/Output File	None	CAD	Cadastral
				CON	Control Survey
Star*Net: Star Plus	POS	Latitude/Longitude	None	CAD	Cadastral
				CON	Control Survey
Star*Net: Star Plus	PRJ	Standard Survey File	None	CAD	Cadastral
				CON	Control Survey
Star*Net: Star Plus	PTS	Coordinate List	None	CAD	Cadastral
				CON	Control Survey
Star*Net: Star Plus	RAW	Zeiss Raw Level Data	Project	CON	Control Survey
Star*Net: Star Plus	SPL	Standard Survey File	None	CAD	Cadastral
				CON	Control Survey
SurVis: Map Vision	ORG	Original Unedited Raw Data	None	CON	Control Survey
Text Editor: Generic	BOT	Lat/Long & N/E Coordinate File	None	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	DES	Point Description File	None	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	FET	English Coordinate File	Project	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	LLH	Lat/Long Coordinate File	None	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	MET	Metric Coordinate File	Project	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	NEZ	Northing Easting Coordinate File	Project	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	OBS	GPS Observation Schedule	None	CON	Control Survey
Text Editor: Generic	PTS	Survey Points List File	Project	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	RPT	Report File	None	CON	Control Survey
Text Editor: Generic	SPC	Combine Scale Factor & Convergence Coordinates	None	CAD	Cadastral
				CON	Control Survey
Text Editor: Generic	TXT	Text File	None	CAD	Cadastral
				CON	Control Survey
				RME	Read-me File
Text Editor: Generic	XYZ	XYZ Coordinates	Project	CAD	Cadastral
				CON	Control Survey
WinZip: Niko Mak Computing	ZIP	Zip File	Project	CAD	Cadastral
				CON	Control Survey
Word: Microsoft	DOC	Document	Project	CSP	Correspondence

1.2.18 Traffic Electrical DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Traffic Electrical Workgroup.

Application & Company	Extension	Description	Naming Convention	EL Classes	Description
Corpscon for Windows: US Army Corps of Engineers	OUT	Output File	Project	RCC	Radio Coordinate Conversion File
DocuPlot: MDT	CPB	Batch Plot File	Project	PRE	Preliminary Plans
Excel: Microsoft	XLS	Workbook	Project	EST	Project Cost Estimate
Image: Generic	JPG	Compressed Image File	Project	PIF	Photo Image
Image: Generic	TIF	Tagged Image Format	Project	PIF	Photo Image
MicroStation: Bentley Systems	CEL	Cell Library	Project	CEL	Project Related Cell Library
MicroStation: Bentley Systems	DAT	Macro Input/Output File	Project	PRJ	Project Information
MicroStation: Bentley Systems	DGN	Design File	Project	DET	Detail Sheets
				MAP	Map File
				PLN	Plan Sheets
				SUM	Summary Sheets
				TRV	Traverse
Text Editor: Generic	TXT	Text File	None	PFL	Project File List
WinZip: Niko Mak Computing	ZIP	Zip File	Project	ZIP	WinZip
Word: Microsoft	DOC	Document	Project	ADD	Addendum
				AGR	Alignment Grade Review
				CSP	Correspondence
				DER	Design Exception Report
				EST	Project Cost Estimate
				FPR	Final Plans Review
				NWR	News Release
				PFR	Preliminary Field Review
				PIH	Plan-In-Hand
				PTF	Project Transmittal Form
				REQ	Information Request
				SOW	Scope of Work
SPC	Special Provisions				

1.2.19 Traffic Geometrics DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Traffic Geometrics Workgroup.

Application & Company	Extension	Description	Naming Convention	GE Classes	Description
Geopak: Geopak	GPK	Cogo File	None	JOB	Geopak Coordinate Geometry
Geopak: Geopak	TIN	Triangulated Irregular Network File	Project	DTM	Digital Terrain
MicroStation: Bentley Systems	DAT	Macro Input/Output File	Project	PRJ	Project Information
MicroStation: Bentley Systems	DGN	Design File	Project	DET	Detail Sheets
				MAP	Map File
				PLN	Plan Sheets
				PLP	Plan & Profile Sheets
				SUM	Summary Sheets
				TTL	Title Sheet
				TYP	Typical Sections
Word: Microsoft	DOC	Document	Project	XSF	Cross Sections
				AGR	Alignment & Grade Review
				CSP	Correspondence
				DER	Design Exception Report
				FPR	Final Plans Review
				PFR	Preliminary Field Review
PIH	Plan-In-Hand				
				SOW	Scope of Work

1.2.20 Traffic Investigations DMS File Types and Classes

Traffic Investigations does not currently use DMS to store documents.

1.2.21 Traffic Safety DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Traffic Safety Workgroup.

Application & Company	Extension	Description	Naming Convention	SA Classes	Description
DocuPlot: MDT	CPB	Batch Plot File	Project	ALL	All Information Compiled Into One File
				FNL	Final Plans
				FXS	Final Cross Sections
				PRE	Preliminary Plans
				PXS	Preliminary Cross Sections
Excel: Microsoft	CSV	Comma Delimited File	Project	PCF	Project Calculation File
Excel: Microsoft	XLS	Workbook	Project	EST	Project Cost Estimate
				PCF	Project Calculation File
				PFR	Preliminary Field Review
				SSU	Signing Survey
Geopak: Geopak	DAT	Output File	Project	DTM	Digital Terrain
				SED	Seeding
				TOS	Topsoil
				XSF	Cross Sections
Geopak: Geopak	GPK	Cogon File	None	JOB	Geopak Coordinate Geometry
Geopak: Geopak	INP	Input File	Project	EWK	Earthwork
				PRO	Profile
				SRF	Surfacing
				SUP	Super Shape
				XSI	Cross Section Input
Geopak: Geopak	IOC	Cogo Input File	None	ALN	Alignment Information
				PRO	Profile
				XSI	Cross Section Input
Geopak: Geopak	OOC	Cogo Output File	None	ALN	Alignment Information
				PRO	Profile
Geopak: Geopak	TXT	Input/Output File	Project	EWK	Earthwork
Geopak: Geopak	X	Criteria File	None	CRI	Criteria File
Image: Generic	BMP	Bitmap Image	Project	PIF	Photo Image
Image: Generic	JPG	Compressed Image File	Project	PIF	Photo Image
Image: Generic	TIF	Tagged Image Format	Project	EXP	Existing Plans
				PIF	Photo Image
MicroStation: Bentley Systems	CEL	Cell Library	Project	CEL	Project Related Cell Library
MicroStation: Bentley Systems	DAT	Macro Input/Output File	Project	PRJ	Project Information
				TYP	Typical Sections
MicroStation: Bentley Systems	DGN	Design File	Project	CMA	Contour Map
				DET	Detail Sheets
				DTS	Detail Sheets - Safety Signing
				ERO	Erosion Control Plans
				ERT	Erosion Control Title Sheet
				LAY	Cross Section Layout
				MAP	Map File
				MAS	Mass Diagram
				MDE	Miscellaneous Details
				NWR	News Release
				PCF	Project Calculation File
				PFL	Project File List
				PIM	Public Information Meeting
				PLN	Plan Sheets
				PLP	Plan & Profile Sheets
				PLS	Plan Sheets - Safety Signing
				PRO	Profile
				REQ	Information Request
				SDC	Sign Design Calculation Sheets
				SUM	Summary Sheets
				SUP	Super Shape
				TRV	Traverse
				TTL	Title Sheet
				TYP	Typical Sections
				WLD	Wetland Detail
				XSF	Cross Sections
				Text Editor: Generic	LOG
Text Editor: Generic	TXT	Text File	None	ALN	Alignment Information

Application & Company	Extension	Description	Naming Convention	SA Classes	Description
				RME	Read-me File
Text Editor: Generic	XYZ	XYZ Coordinates	Project	ALN	Alignment Information
				TRV	Traverse
WinZip: Niko Mak Computing	ZIP	Zip File	Project	ZIP	WinZip
				PIF	Photo Image
Word: Microsoft	DOC	Document	Project	AGR	Alignment & Grade Review
				CSP	Correspondence
				DER	Design Exception Report
				FPR	Final Plans Review
				PCF	Project Calculation File
				PFL	Project File List
				PFR	Preliminary Field Review
				PIH	Plan-In-Hand
				PTF	Project Transmittal Form
				RME	Read-me File
				SOW	Scope of Work
SPC	Special Provisions				

1.2.22 Traffic Signing DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Traffic Signing Workgroup.

Application & Company	Extension	Description	Naming Convention	SI Classes	Description
DocuPlot: MDT	CPB	Batch Plot File	Project	PRE	Preliminary Plans
Excel: Microsoft	XLS	Workbook	Project	EST	Project Cost Estimate
				INV	Sign Inventory
				PCF	Project Calculation File
				PMQ	Pavement Marking Quantities
				SDC	Sign Design Calculation Sheets
MicroStation: Bentley Systems	CEL	Cell Library	Project	CEL	Project Related Cell Library
MicroStation: Bentley Systems	DAT	Macro Input/Output File	Project	PRJ	Project Information
MicroStation: Bentley Systems:	DGN	Design File	Project	DET	Detail Sheets
				MAP	Map File
				PCF	Project Calculation File
				PLN	Plan Sheets
				PMQ	Pavement Marking Quantities
				PVP	Pavement Preservation Plans
				SDC	Sign Design Calculation Sheets
				SUM	Summary Sheets
				TTL	Title Sheet
Word: Microsoft:	DOC	Document	Project	CPS	Contract Plans Submittal – Signing
				CSP	Correspondence
				DER	Design Exception Report
				FPR	Final Plans Review
				INV	Sign Inventory
				PFR	Preliminary Field Review
				PIH	Plan-In-Hand
				PMQ	Pavement Marking Quantities
				PTF	Project Transmittal Form
				SDC	Sign Design Calculation Sheets
				SOW	Scope of Work
				SPC	Special Provisions

1.2.23 Utilities DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Utilities Workgroup.

Application & Company	Extension	Description	Naming Convention	UT Classes	Description
Acrobat: Adobe Systems	PDF	Portable Document Format	Project	CSP	Correspondence
DocuPlot: MDT	CPB	Batch Plot File	Project	PRE	Preliminary Plans
MicroStation: Bentley Systems	CEL	Cell Library	Project	CEL	Project Related Cell Library
MicroStation: Bentley Systems	DGN	Design File	Project	DET	Detail Sheets
				EXH	Exhibit Sheet
				MAP	Map File
				OWN	Ownership Sheet
				PLN	Plan Sheets
				PLP	Plan & Profile Sheets
				PRO	Profile
				SDP	Storm Drain Profile
				SPN	Utilities SUE Plan Sheets
				SPP	Utilities SUE Plan & Profile Sheets
				STL	Utilities SUE Title Sheet
				SUE	Utilities SUE Survey
				SUM	Summary Sheets
				TRV	Traverse
TTL	Title Sheet				
TYP	Typical Sections				
MicroStation: Bentley Systems	JOB	Batch Plotting	Project	PLT	Plotting File
Text Editor: Generic	TXT	Text File	None	CSP	Correspondence
Word: Microsoft	DOC	Document	Project	CSP	Correspondence
WinZip: Niko Mak Computing	ZIP	Zip File	Project	ZIP	WinZip

1.2.24 Visualization DMS File Types and Classes

Listed below are the most common File Types and Classes used by the Visualization Workgroup.

Application & Company	Extension	Description	Naming Convention	VI Classes	Description
3-D Studio: Discreet: 3-D Studio	MAX	Animation / Wire Frame File	Project	VIS	Visualization
Adobe Premier: Adobe Systems	PRPROJ	Project File	None	VIS	Visualization
Cake Walk: 12 Tone Systems: Cake Walk	WRK	Audio Mixing	Project	AUD	Audio
Image: Generic: Image	BMP	Bitmap Image	Project	PIF	Photo Image
Image: Generic: Image	JIF	Compressed Image File	Project	PIF	Photo Image
Image: Generic: Image	JPG	Compressed Image File	Project	PIF	Photo Image
Image: Generic: Image	TGA	True Vision Image	Project	PIF	Photo Image
Image: Generic: Image	TIF	Tagged Image Format	Project	PIF	Photo Image
MicroStation: Bentley Systems: MicroStation	DGN	Design File	Project	VIS	Visualization
Movie File: Generic	AVI	Movie File	Project	VIS	Animation
Movie File: Generic	MOD	Movie File-Digital Video	Project	VIS	Animation
Movie File: Generic	MOV	Movie File	Project	VIS	Animation
Movie File: Generic	MPG	Movie File	Project	VIS	Animation
Photoshop: Adobe Systems: Photoshop	PSD	Adobe Image File	Project	PIF	Photo Image
Sound File: Generic	WAV	WAV Audio File	Project	VIS	Audio File
Word: Microsoft: Word	DOC	Document	Project	CSP	Correspondence