

# Appendix

## **Drainage Computations – PDF -MicroFilm**

All drainage computations for a project are to be retained. They should be stored in Adobe PDF format and located with the project in the \Drainage subfolder and named **PCN#drainage.pdf**. This should be completed when the project is let to bid, but can be maintained through the duration of the project. This PDF will then be converted to microfilm for long term archiving.

Listed below show the order and types of information:

- 1) Drainage Letter
- 2) Small Pipe
  - o Input Sheets
  - o Output Reports
- 3) Large Pipe
  - o Input Sheets
  - o Output Reports
- 4) Overtopping
- 5) Drainage Area Maps
- 6) Storm Sewer
  - o Design Run Output
- 7) Additional Information
  - o Meeting summaries
  - o Pertinent drainage correspondences

## **Incoming Correspondence – Paper**

All correspondence received in paper form for projects are to be converted to PDF format and put into a single PDF. This file will be stored with the project in the \Documents subfolder and named **Scan.pdf**. Pages are to be assembled by date in chronological order. This PDF will be kept electronically with the project but not microfilmed. Any temporary file created during the process of scanning should never be stored on the U: drive

## **Incoming Correspondence – Electronic**

All correspondence received electronically for projects are to be stored with the project in the \Documents or \Email subfolders. These file will be kept electronically.

## **Outgoing Correspondence**

All correspondence sent out electronically for projects are to be stored with the project in the \Documents or \Email subfolders. These file will be kept electronically.