

Document Archival System Guidelines



Engineering & Campus Planning

Texas A&M University Kingsville

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 - 2. PM saves short list of firms created by committee.
 - 3. Committee creates Recommendation Form and scans document into PF.
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 - 5. Remainder HC's RFQ's to be placed on HCC 1 by PM.
 - 6. Shelf Life: 1 month after contract signing.
 - C. Specifications
 - 1. Should be obtained in Word or PDF format and saved into Server.
 - 2. Directory: \\fpc-3\Project Specifications
 - 3. HC should be placed on CPC Shelf 2.
 - 4. Shelf Life: Project Completion
 - D. Submittals
 - 1. HC to be scanned into PDF and save into PF.

2. HC to be placed on HCC 2.
 3. Shelf Life: 1 year after project is complete
- E. Final Drawings
1. Verify final drawings are record drawings.
 2. Obtain in CAD and PDF format.
 3. Save into Server Directories
 - a. Autocad: \\fpc-3\Building Files\CAD BUILDING FILES
 - b. PDF: \\fpc-3\Building Files\SCANNED BUILDING DRAWINGS
 4. HC record drawings to be archived in Drawing Cabinet System (DCS).
 5. All older version drawings can be discarded.
 6. Shelf Life: 4 Years then transferred at Library Archive
- F. Operation and Maintenance Manuals
1. Coordinate w/submittals and specifications.
 2. Manual should be scanned into Server.
 3. Directory: \\fpc-3\O & M Manuals
 4. HC should be labeled and archived into Overhead Cabinetry (OHC).
 5. Shelf Life: 4 Years then transferred at Library Archive
- G. Warranty Documents
1. Should be scanned into PDF and saved in PF.
 2. HC to be filed in PF.

3. PM needs to verify that warranty data is coordinated with O & M manuals.

H. Temporary Documents

IV. Processing of Office Documents

A. Property Documents

1. Should be submitted to Utilities Engineer.
2. Should be scanned into Server.
3. Directory: //fpc-3/Administrative
4. HC to be filed in Front Office by Secretary.

I. Purpose

The purpose of this Archival System is to inform and clarify processes and procedures related to workplace documents. Our work place documents vary from regular office documents to project documents. Each documents procedure is to be saved at a final destination and to be easily recalled later for employee viewing.

The Archival system was developed simply to track and record important documents

II. Methodology

A Project Document is a document that is related to a specific fiscal year construction project. It is the job of the Project Manager (PM) to gather all document HC's and to provide all the necessary scanning and logging of documents to their specified locations. Responsibility of PM may require help from a designated co-worker for proper filing. A PM should insist that all documents be submitted in Adobe Acrobat 8 (PDF) or Word 2007. All drawing files should also be received in AutoCad 2005 format. If documents are not submitted electronically PM's are responsible for scanning and saving them to their destination.

An Office Document is a document that the department is responsible for keeping tracking and recording. These documents...

III. Processing Project Documents

During a project several of important documents are to be collected and saved by the PM. These documents include Administrative Documents, Specifications, Submittals, Final Drawings, Operation and Maintenance Manuals and Warranties.

A. Administrative Documents

Administrative documents are common project documents that every project will need or acquire during the life of the project. Examples of these documents include: Bids, Contracts (C-2, C-3, C-6, C-7, C-8, C-9, C-10, C-30, C-32), Proposals, Change Orders, Invoices & Payments, Communications, Inspection Reports, Meeting Documents, etc... All hard copy documentation should be first scanned then filed at Front Office Project folder shown in [Figure 2](#). All scanned Administrative documents should be saved to their specific project folder located on laserfiche. PM is responsible for uploading documents as soon as they are signed or approved. This is to provide easier and faster access to project information to University personnel without having to burden the PM with requests.

B. Request for Qualifications

In the beginning of a major design project the first initial step is to send out for RFQ's. A RFQ is basically where an Architectural Firm sends us their qualifications to do a specific design job. It is common for us to receive multiple RFQ's from various firms competing to be selected for the job. In retrospect a firm's RFQ package serves as their resume.

PM is responsible for creating a selection committee and saving list into PF. Other responsibilities include saving two other documents created by selection committee into PF. These documents are a short list of firms and Recommendation Form. Once firm is selected PM is to scan in RFQ package into PF. PM is responsible to place all remaining HC's of RFQ'S on HCC 1. After 1 month after contract signing PM is to dispose of all RFQ's pertaining to that specific project.

C. Specifications

PM is responsible for obtaining project specifications in Word or PDF format. Once PM receives electronic copy of specification it should then be saved into the FPC-3 server at directory: \\fpc-3\Project Specifications. The main directory is categorized numerically by building number and name. Once you find the building the project is specific to, the sub-directories are categorized numerically by project year and name. If the project is new and does not have a folder, PM is responsible for adding that specific folder and saving the specifications into that specific folder.

HC are to be placed on CPC Shelf 2 for a shelf life lasting till project completion. Once project is completed PM is responsible for removing HC off the shelf and discarding it properly.

D. Submittals

During the process of a project the PM will be receiving multiple submittals from the project contractors. There are some cases where submittals are submitted for approval and they are rejected or an alternate is approved in its stead. In this case, it is the duty of the project manager to archive all approved submittals and discard any rejected submittals.

Approved HC's should be scanned into PDF and saved into PF on server. HC's should then be placed on [HCC 2](#) for later verification with O&M manuals. PM has the duty to verify that all approved submittals coordinate with O&M manuals that are given to us from the contractor at the end of project. Once verification and coordination are complete all submittals can be discarded.

E. Final Drawings

PM should verify all final drawings are record drawings. PM should obtain a CD of record drawing files in Cad 2005 and PDF format. All electronic copies should be saved into its specific PF and BF located at FPC-3 server. The hard copy drawing should be labeled and inserted in the DCS by Engineering & Campus Planning student workers or Facilities Engineer. The hard copy CD should be labeled w/ Project number and Name. CD should then be placed into pocket of binder containing final project documents such as O & M Manuals, Submittals, Specifications and Warranties. This binder will then be labeled by Building Number and Project Name then filed in OHC's shown in Figure 6 of [Diagram 1](#).

F. Operation and Maintenance Manuals (O&M)

PM should obtain O&M's from contractor in PDF format and/or HC format. If HC is only document that was obtained, PM should then proceed to scan in manual. Electronic copy should then be saved into PF located at FPC-3 server. PM should verify that Submittals and Warranties coordinate correct data with O&M Manual.

The HC should then be organized into a binder that is supplied by the Front Office. Binder should be labeled on spine with building number, project name and year completed. This binder should also include CD of drawings, submittals, specifications, and warranty documents. Once binder is complete with all documents it should be placed in OHC shown in Figure 6 of [Diagram 1](#) in order of building number.

G. Warranties

Abbreviations List

BF- Building Folder

CD- Compact Disk

HC- Hard Copy

HCC- Hallway Cabinet Counter

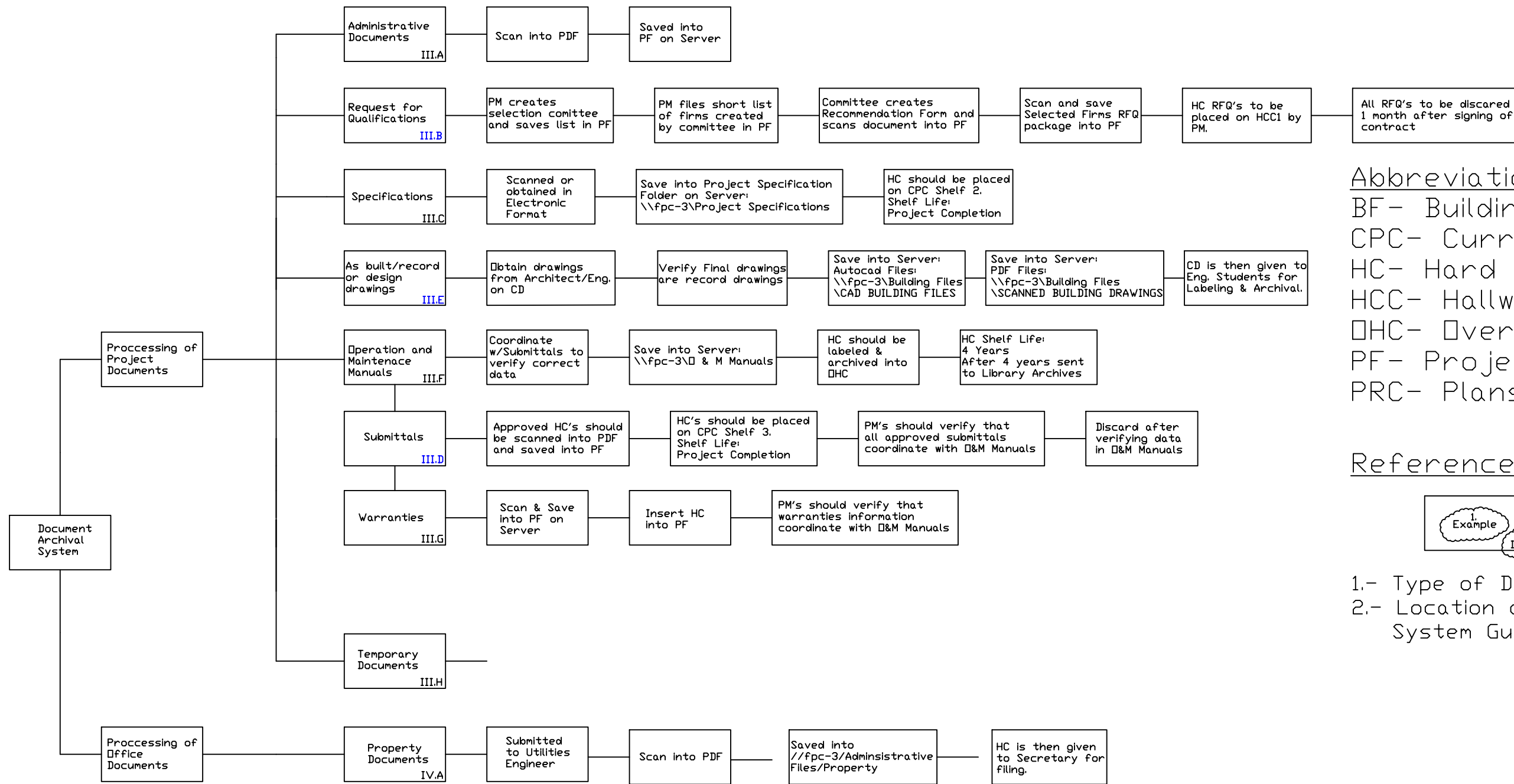
O & M- Operations and Maintenance Manuals

OHC- Over Head Cabinets

PF- Project Folder

PRC- Plans Review Counter

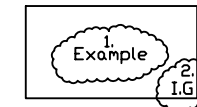
RFQ- Request for Qualifications



Abbreviation Legend:

- BF- Building Folder
- CPC- Current Project Cabinet
- HC- Hard Copy
- HCC- Hallway Cabinet Counter
- OHC- Over Head Cabinets
- PF- Project Folder
- PRC- Plans Review Counter

Reference Key:



- 1.- Type of Document
- 2.- Location of item referenced in Archival System Guideline document.

Foot Notes:

Software Qualifications:
 Drawings- AutoCad 2005
 Documents: Adobe Acrobat 8 or Word 2007

Figure 1. Archival System Flow Chart

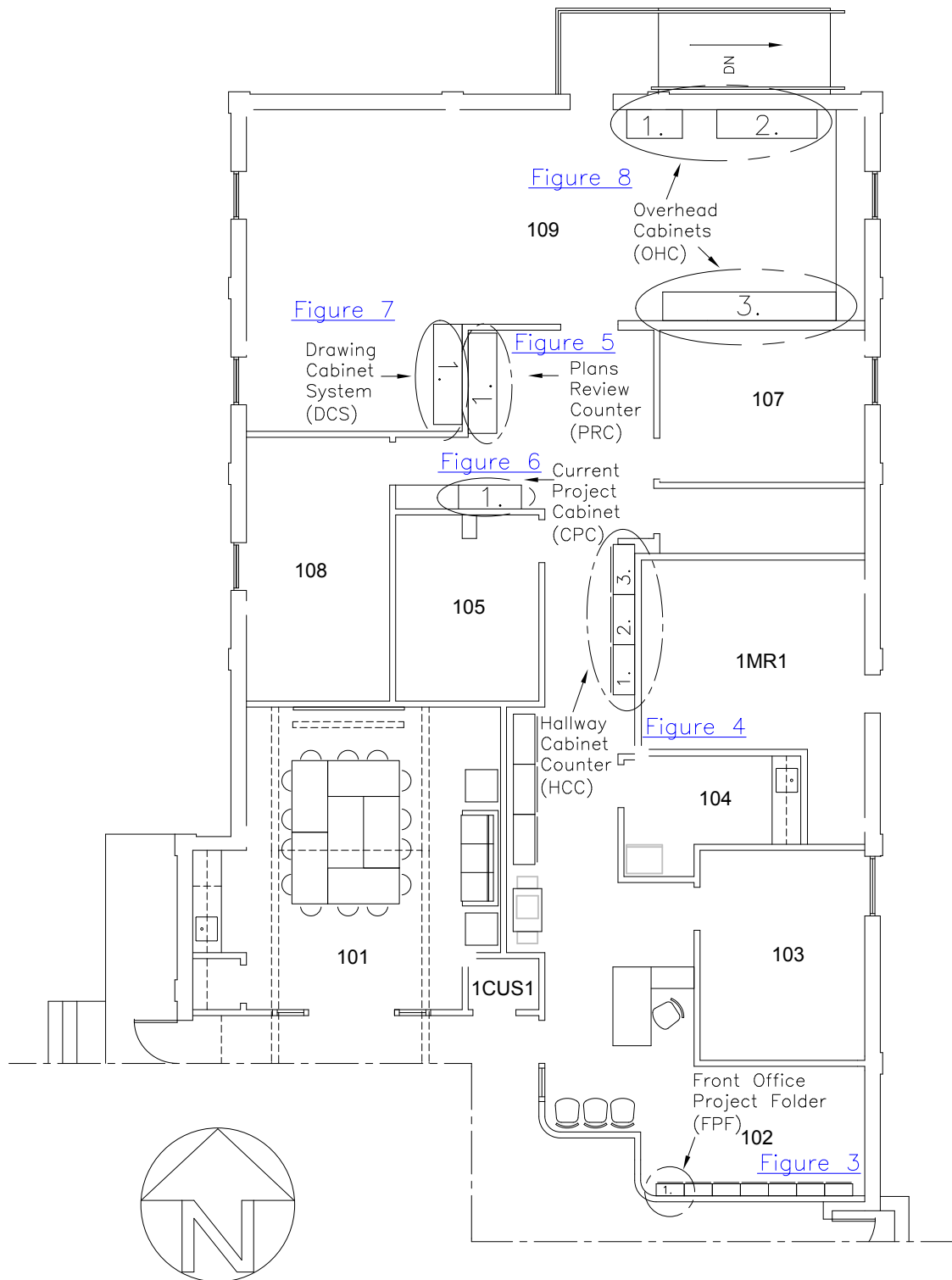


Figure 2. Area Floor Plan

SUPPORT SERVICES BLDG-0700

Scale 1"=8'(1:84)

