

Texas Department of Transportation

San Antonio District

File Management System

The File Management System (FMS) is a specified arrangement of folders and files. The purpose of the FMS is to create uniformity in project development and documentation within the San Antonio District. The FMS consists of a File Manager, Primary Files, Secondary Files, and DGN Libraries.

Every electronic file associated with a project should be stored under the appropriate folder by Control-Section-Job (CSJ). The CSJ Folder is located in the Projects folder of each office on the T drive. The driver letter K will be mapped to the project folder to act as a shortcut. (Example: K:\029112.001) There will be 25 folders for each CSJ and none should be deleted, regardless of folder content. There is no restriction to the number of subfolders within the 25 folders. See Table 4.

FILE MANAGER

The File Manager is the Designer assigned to a project who maintains the integrity of the files, including DGN library, for that project. The File Manager reviews and incorporates all work into the Primary Files, maintains backups, and coordinates multi-user project development. The File Manager should be the only person who accesses and makes changes to the primary files. The File Manager will archive files in accordance with *SATarchive.doc*.

PRIMARY FILES

There are eleven **Primary** files for each project; refer to Table 1. Primary files are saved in the **ReferenceFiles** folder (Table 4). These files are attached as references to the secondary files. All reference files attached will be mapped through the K: drive. The intent is for primary files to be accessed only by the File Manager. The recommended method is to keep the primary files locked to minimize erroneous modifications. The naming convention should adhere to the following format:

{Prefix}{Abbreviation}

{Prefix} – the roadway or project specific area.

{File Type Abbreviation} – refer to Table 1 for abbreviations

Examples: US90map.dgn, FM462valn.dgn, IH410patt.dgn

Primary File	Abbreviation	Purpose
Map	map	existing topography
Roadway	rdwy	surface improvements
Horizontal Alignment	haln	horizontal control
Vertical Alignment	valn	vertical control
Drainage	drn	subsurface improvements.
Utility	util	existing and proposed utilities
TCP-SW3P	tcp-sw3p	traffic control and pollution control items
Traffic	traf	proposed pavement markings, signs, signals, & illumination
Border	bord	sheet border with Title Block and legends
Pattern	patt	patterns and/or shading to differentiate project aspects
Quantity Box	qbox	linked plan sheet quantity boxes & summaries

Table 1

SECONDARY FILES

Secondary files are the plan sheets of PS&E. The naming convention should adhere to the following format:

{Prefix}{Abbreviation}{sheet number}

{Prefix} – the roadway or project specific area.

{File Type Abbreviation} – refer to Table 2 for abbreviations, limit to 2 or 3 characters

{Sheet number} – always begin with 01

Examples: US90pln01.dgn, FM462tsh01.dgn, IH410ilm01.dgn

Abbreviation	Sheet Type	Abbreviation	Sheet Type
GENERAL		DRAINAGE DETAILS	
TSH	Titlesheet	HYD	Hydraulic Computations
IND	Index of Sheets	DA	Drainage Area Layout
PRJ	Project Layout	STR	Culvert Layout
TYP	Typical Section	SD	Storm Drain Layout
SUM	Project Summary	UTILITIES	
TRAFFIC CONTROL PLAN		UTL	Utility Layout
TCP	Traffic Control Plan	BRIDGES	
BAR	Barricades & Warning Devices	BRG	Bridge
ROADWAY DETAILS		TRAFFIC ITEMS	
HC	Horizontal Control Data	SIG	Signal Layout
VC	Vertical Control Data	ILM	Illumination Layout
PP	Plan & Profile	SGN	Signing Layout
PLN	Plan View	PM	Pavement Marking Layout
PRF	Profile View	TMS	Traffic Management System
DET	Plan Detail	ENVIRONMENTAL	
RMV	Removal Layout	SW3P	SW3P Layout
WALL DETAILS		MISCELLANEOUS ITEMS	
RW	Retaining Wall Layout	LS	Landscape Layout

Table 2

TxDOT's Internet Site has a description of Plan Set Development and the different sections of a Plan Set in the PS&E Preparation Manual – Chapter 2.

(https://www.dot.state.tx.us/business/manuals_publications.htm)

DGN LIBRARIES

A starting library (LEVELS.dgnlib) for level names is available at the following location:

T: \CENTDESN \ Filemanagement \ CSJ \ FileStructure

or can be accessed at www.dot.state.tx.us. Click on Local Information > SAT > Contractor Information > Standards and Forms. (<http://www.dot.state.tx.us/sat/specinfo/index.htm>).

This library provides the level naming convention, color, linestyle, and lineweights. The intent is to provide a guide to name levels. Refrain from spelling out numerals, instead use a number character. The naming convention should adhere to the following format:

D_{Primary File Abbreviation}_{Description}_{Supplemental Descriptions}

{Primary File Abbreviation} – refer to Table 1 for abbreviations

{Description} – description of level use

{Supplemental Descriptions} – supplemental description of level use

Table 3 is a short listing of Line Weights and Line Styles that can be found, along with other drafting guidelines such as Annotations and Standards in the PS & E Preparation Manual / Chapter 2 – Plan Set Development.

Item	Line Weight (WT)	Line Style (LS)
Existing Topography	0	1 (dot)*
Proposed Features	1 or 2	0 (solid)
Centerlines & Control Lines	0 or 1	4 (dash-dot)
R.O.W. Lines (Existing)	0 or 1	6 (dash-dot-dot)
R.O.W. Lines (New)	2 or 4	6 (dash-dot-dot)
Hidden Lines	0 or 1	2 (short dash)
Leader, Dimension, & Extension Lines	0	0 (solid)

Table 3

*Existing Topography may be represented with other Line Styles as preferred by the Engineer.

Suggested Procedures:

The following method is recommended to keep the primary files locked in order to minimize errors. Designers other than the File Manager should follow this method:

1. Open the required primary file and "Save As", placing the designer's initials at the end of the file name. (ex. US90rdwy-HC.dgn)
2. Delete all elements in the new file and reference in the primary file.
3. Draw necessary elements and when complete, the File Manager will review and incorporate the new elements into the primary file. The initial file should be kept in the "OldFiles" folder.

FMS Documentation

This document may be accessed at www.dot.state.tx.us. Click on Local Information > SAT > Contractor Information > Standards and Forms.
(<http://www.dot.state.tx.us/sat/specinfo/index.htm>)

File Management System Folders

FOLDER	DESCRIPTION
Batchplot	Batchplot
BRIDGE	Bridge Design
Change Orders	Change Orders
Correspondence	Project related letters, memos, etc.
Correspondence / PDP	Project Development Process (utility companies) Utility Company location files (S.U.E. files)
Correspondence / ENV	Environmental Correspondence Documents
DRAINAGE	Culvert Layouts, Storm Sewer Layouts, Hydraulic Data, etc.
ENVIRONMENTAL	Storm Water Pollution Preventions Plans, EPIC sheets
Estimate	Estimates
Estimate / Preliminary	Preliminary Estimates
File Structure	Level Assignment (.dgnlib)
GENERAL	Title Sheet, Project Layout, Typical Sections
GeoPak	GeoPak Files
MISC	Landscape and Irrigation layouts
Old Files	Files determined to not be needed are moved here rather than deleting. Do not delete ANY files.
P3	Contract, Time Determination & Schedules
P3 / Construction	Construction Schedules
P3 / Design	Design Schedules
Pavement Design	Pavement Design
PS&E	Necessary paperwork for PS&E submission
ReferenceFiles	Primary Files ONLY
ROADWAY	Plan Sheets & miscellaneous roadway details
ROADWAY/Driveways	Driveway layouts, Pictures of Driveways
Standards	District Standards included in PS&E package
Standards/Bridge	Bridge Standards
Standards/Drainage	Drainage Standards
Standards/Illumination	Illumination Standards
Standards/Illumination/Electrical	Electrical Standards
Standards/Retaining Walls	Retaining Walls Standards
Standards/Roadway	Roadway Standards
Standards/Signing	Signing Standards
Standards/Pavement Markers	Pavement Markers Standards
Standards/SW3P	SW3P Standards
Standards/TCP	TCP Standards
Standards/Traffic Signals	Traffic Signals Standards
Standards/TMS	TMS Standards
Summaries	Project Summaries
Summaries/Excel	Excel Summaries for calculations & linking
Survey	Survey Data, .arc files
TCP	Traffic Control Plans, Schedule of Barricades & Warning Device
TCP / Phase I, Phase II, etc.	Phase I, II, III, etc. of TCP
TRAFFIC	Illumination, Sign, Pavement Markings, Signal, and TMS layouts
UTILITY	Utility layouts
WALLS	Retaining Wall layouts
Xsec	Cross Sections

Table 4