

**MASTER FILE ARCHIVES
INDEX**

METHOD		FILE & SUBDIRECTORY NAME	DEFINITION
Procurement 01	1.01	Architect / Engineer Selection	A-E SELECTION - Programming / Design
	1.02	Bonds - Insurance-Permits	Bonds, insurance and permits - copies of all bonds, insurance certificates and permits along with a log showing expiration date. Contractor's License Classification
	1.03	Contractor Selection	Contractor Selection - Bid tabulations, bidders log, correspondence and receipts for bidding document
	1.04	Asbestos	
	1.05	Furniture & Fixtures Equipment (FFE)	
	1.06	(Inspection) IOR Selections	Project Inspector Services; Inspector Request Form
	1.07	Public Web / Site Posting	Requests
	1.99	Miscellaneous	
Contracts 02	2.01	College Project Managers(CPM)	
	2.02	CPM-Subconsultant	
	2.03	Agreement for Professional Services	LACCD-A/E
	2.04	General Contractor Agreement	District-Contractor; Professional Design Contract
	2.05	Project Labor Agreement (PLA)	Project Labor Agreement (PLA)
	2.06	Award Memo/Notice to Proceed	Award Memo/Notice to Proceed
	2.07	Request for Contract (RFC)	Request for Contract (RFC)
	2.08	Consultancy Services Less than \$50,000.00	Consultancy Services Less than \$50,000.00
	2.09	Specialty/Other Consultant Contracts	Specialty/Other Consultant Contracts; EIR Consultants, Geological Asbestos
	2.10	Workforce Utilization	Workforce Utilization Plan
	2.11	Prevailing Wages	Prevailing Wages
	2.12	Segregation of Cost	Segregation of Cost
	2.13	Claim of Lien/20 day Prelim. Notice	Claim of Lien/20 day Preliminary Notice
	2.14	LACCD Service Contract	LACCD Service Contract
	2.15	Stop Notices	Stop Notices
	2.16	Fee Proposal	Fee Proposal
	2.17	Certified Payroll Reports	Certified Payroll Reports
	2.18	CPM Evaluations	CPM Evaluations
	2.99	Miscellaneous	Miscellaneous
Information 03	3.01	Directory	Directory Current project directory
	3.02	College Master Plan	College Master Plan
	3.03	Final Program Plan (FPP)	Final Program Plan (FPP)
	3.04	Project Manual / Specifications	Manual - Project Manual / Specifications
	3.05	Information from Manufacturer	Information from Manufacturer
	3.06	General News Coverage	News Coverage - Articles related to the project.
	3.07	Blank Forms	Blank Forms
	3.08	DSA Information	Division of State Architect; Notice of Progress
	3.09	Project Safety Information	Project Safety
	3.10	Contractor Qualification	Statement of Qualifications (SOQ)
	3.11	Asbestos Information	Asbestos
	3.12	Lead Information	Lead
	3.13	State of Calif. Dept. of Consumer Affairs	State of Calif. Dept. of Consumer Affairs
	3.14	Legal News Letters	Legal News Letters
	3.15	CDE- Calif Dept of Education	CDE- Calif Dept of Education
	3.16	SAB- State Allocation Board	SAB- State Allocation Board
	3.17	Land Acquisition	Land Acquisition
	3.18	Prolog Training Information	Prolog Training Information
	3.19	Mold Information	Mold Information
	3.20	Risk Management	Alternative Risk Financing

**MASTER FILE ARCHIVES
INDEX**

METHOD		FILE & SUBDIRECTORY NAME	DEFINITION
Information 03	3.21	LEED/Sustainability	
	3.99	Miscellaneous	Miscellaneous Information
Control / Deliverables 04 (Budgets)	4.01	Budgets	Budget
	4.02	Budgets	Design Review
	4.02.1	Design Peer Review	Design Peer Review
	4.03	Constructability Review	Constructability Review
	4.04	A/E - General	Contract deliverables between A/E and General Contractor
	4.05	A/E - Schematics Design	Contract deliverables during schematic design
	4.06	A/E - Design Development Design	Contract deliverables during design development
	4.07	A/E - Construction Documents 50%	Contract deliverables during CD 50%
	4.08	A/E - Construction Documents 90%	Contract deliverables during CD 90%
	4.09	A/E - Construction Documents (Final)	Contract deliverables during CD Final
	4.10	A/E - Construction Phase	Contract deliverables during construction phase
	4.11	Estimates	Estimates
	4.12	Project Schedules	Campus Schedules
	4.13	Specialty/Other Consultants	Specialty/Other Consultants
	4.14	General Contractor deliverables	General Contractor deliverables
	4.15	Safety Hazard Material Plan	Hazard Material Plan
	4.16	Lift Plans	Lift Plans
	4.17	Staff Plan Key Personnel	
	4.18	CPM Master File Archives System	
	4.19	Comprehensive Management Plan	
4.20	Communication Plan		
4.21	Project Quality Control Plan		
4.22	Project Program	Program Book (pdf files)	
4.99	Miscellaneous		
Correspondence 05	5.01	District - Program Management Correspondence	All correspondence and transmittals from District office to Program Managers.
	5.01.1	Program Management - District Correspondence	All correspondence and transmittals to District office from Program Managers.
	5.02	Board of Trustees - Program Managers Correspondence	Board of Trustees (BOT) - correspondence from District office to Program Managers office, Including Transmittals.
	5.02.1	Program Managers - Board of Trustees Correspondence	Board of Trustees (BOT) - correspondence to District office from Program Managers office, Including Transmittals.
	5.02.2	Project Managers - Board of Trustees Correspondence	Board of Trustees (BOT) - correspondence to District office from Project Managers office, Including Transmittals.
	5.03	Chancellors Office - Program Managers Correspondence	Chancellors Office - correspondence from District office to Program Managers office , including transmittals.
	5.03.1	Program Managers - Chancellors Office Correspondence	Chancellors Office - correspondence to District office from Program Managers office , including transmittals.
	5.04	General Counsel - Program Managers Correspondence	General Counsel - correspondence from District office to Program Managers office , including transmittals.
	5.04.1	Program Managers - General Counsel Correspondence	General Counsel - correspondence to District office from Program Managers office , including transmittals.
	5.05	Facilities Planning & Development - Program Managers Correspondence	Facilities Planning & Development - correspondence from District office to Program Managers office , including transmittals.

**MASTER FILE ARCHIVES
INDEX**

METHOD		FILE & SUBDIRECTORY NAME	DEFINITION
Correspondence 05	5.05.1	Program Managers - Facilities Planning & Development Correspondence	Facilities Planning & Development - correspondence to District office from Program Managers office , including transmittals.
	5.06	Controller Incoming - Program Managers Correspondence	Controller - correspondence from District office to Program Managers office , including transmittals.
	5.06.1	Program Managers - Controller Correspondence	Controller - correspondence to District office from Program Managers office , including transmittals.
	5.07	Other Parties Incoming - Program Office Correspondence	Other Parties - correspondence from District office to Program Managers office , including transmittals.
	5.07.01	Program Office - Other Parties Correspondence	Returned contracts/agreement packages
	5.08	District - Project Management Correspondence	CPM
	5.09	Program Manager - Project Management Correspondences	Program Manager Office to College Project Management Correspondence
	5.10	Architect /Engineer -Correspondence	Correspondence with the A/E in & out.
	5.11	General Contractor - Correspondence	Contractor all correspondence and transmittals from CPM to general prime contractors and correspondence from these sources to anyone.
	5.12	Subcontractors-Corres.	Subcontractors - Correspondence to and from a subcontractor contracted to a general or prime contractor.
	5.13	Specialty Consultant & Other-Corres. Program Manager to Sub Contractor	Specialty Consultant - Correspondence to and from Specialty consultant contracted to a general or prime contractor.
	5.14	Governing Authorities-Corres.	Governing Authorities - All correspondence to or from agencies such as federal, city state, highway department, F.A.A., insurance agencies or control boards, any entity holding easements/building site, health department, fire department, FEMA, SAB, CDE , etc.
	5.15	EEO	Equal Employment Opportunity
	5.16	Public Relations	Public Relations; LA Daily Journal
	5.17	Security Correspondence	
	5.18	E-Mail Correspondence	
	5.19	Vendors/Suppliers	
	5.20	Inter-office	
	5.21		
	5.99	Miscellaneous	Miscellaneous
	Meetings 06	6.01	Program Manager - College Project Managers Meeting Minutes
6.02		Design Orientation	Design Orientation
6.03		Governing Authorities Meetings	Governing Authorities Meetings
6.04		Pre-Bid Meetings	Pre-Bid Meeting Minutes
6.05		Construction (General Contractor) Meetings	Construction Meeting Minutes Attendance Sheet
6.06		President Meetings / Six-Pack Meetings	Meetings at School Site with Administrative
6.07		Board Members	Board Members
6.08			
6.09		Specialty/Other Consultant Meeting Minutes	Specialty/Other Consultant Meeting Minutes
6.10		Meetings with CPMs	Quarterly Briefings
6.99	Miscellaneous	Miscellaneous	
Invoices 07	7.01	Program Office - District	Program Office to District
	7.02	College Project Managers - Program Office	College Project Managers - Program Office
	7.03	A-E LACCD	A/E to District; Conditional Waiver and Release Upon Progress Payment Forms.

**MASTER FILE ARCHIVES
INDEX**

METHOD		FILE & SUBDIRECTORY NAME	DEFINITION
Invoices 07	7.04	Contractor-to-LACCD	Contractor to District - Applications and certificates for payment.
	7.05	Subconsultants-to-CPM	Subconsultants to PM
	7.06	Subcontractors-to-Contractors	Subcontractors to Contractors
	7.07	Specialty/Other Consultant Invoices	Specialty/Other Consultant Invoices
	7.08	Reproduction Invoices	Reproduction Invoices
	7.09	Computers Invoices	Computers Invoices
	7.10	Office Suppliers	Office Suppliers
	7.11	Purchase Orders	Purchase Orders
	7.12	Material Receiving Report	Material Receiving Report
	7.13	Legal Consultants	Legal Consultants
	7.14	DSA Fees	DSA Fees
	7.99	Miscellaneous	Miscellaneous
Reports 08	8.01	Inspection Report	Inspection Reports - All inspection reports, memorandums of visits to job, from PM staff, consultants or A/E staff about job visits.
	8.02	Monthly Progress Reports	Monthly Progress Reports
	8.03	Photos	Photos of Construction Progress
	8.04	Telephone Records	Telephone Records
	8.05	Specialty/Other Consultant	Specialty/Other Consultant Reports - All site test results, testing laboratory reports, soil reports, etc.
	8.06	Asbestos Lead	Asbestos Lead
	8.07	PEA Reports	PEA Reports
	8.08	CEQA Reports	CEQA Reports
	8.09	EIR Reports	EIR Reports; Notice of Exemption
	8.10	DTSC Reports	DTSC Reports
	8.11	Safety Reports	Safety Reports
	8.12	Site Acceptance Form	Site Acceptance Form
	8.13	Inspection Reports	Inspection Reports
	8.14	Minority Status Reports	Minority Status Reports
	8.15	Community Economic Development Plan	Form BA-0140; Form BA-0150; Outreach Forms
	8.16	Labor Compliance Activities	Labor Compliance Activities
	8.17	Quarterly & Annual Reports	Program Managers
	8.99	Miscellaneous	Miscellaneous
Forms and Logs 09	9.01	Claims	Claims Log - Current claims log with documentation and correspondence related to claims.
	9.02	Change Orders	Change Orders - Current change orders log, change orders, and documentation and correspondence related to changes.
	9.03	Change Order Request	Change Order Request - Contractors CO Request forms
	9.04	Drawings Log; Specifications	Drawings Log - Current drawing log with revision dates.
	9.05	Non-conformance Notice	Non-conformance Notice - Non-conformance notices, contractor's responses, current log, and documentation and correspondence related to the notices.
	9.06	Request for Information	Request for Information - Copy of all RFI's contractor's responses, current log, and documentation and correspondence related to the requests.
	9.07	Request for Proposal	Request for Proposal - Copy of all RFP's, contractor's responses, current log, and documentation and correspondence related to the requests.

**MASTER FILE ARCHIVES
INDEX**

METHOD		FILE & SUBDIRECTORY NAME	DEFINITION
Forms and Logs 09	9.08	Submittals (General)	Submittal Log - Current submittal log, transmittals, and correspondence related to samples, submittals and shop drawings.
	9.09	Time Extension (General)	Time Extension Log - Current time extension log, time delay records, and correspondence related to time extensions.
	9.10	Field Instruction Log (General)	Filed Instruction Log - Important issues tracked with a control number.
	9.11	Project Milestone Log	Project Milestone Log
	9.12	Workforce Utilization Plan	MBE/WBE/DBE
	9.13	EEO Reports	EEO Reports
	9.14	As-builts Log	As-Built Log
	9.15	Construction Field Orders	
	9.99	Miscellaneous	Miscellaneous
Close-out 10	10.01	Final Certificates of Occupancy	Final Certificates - Final releases, affidavits and related correspondence. Also contains certificate of acceptance and certificate of substantial completion.
	10.02	Punch List	Punch List
	10.03	Warranties/Operational Manuals	Warranties - Transmittals of operating manuals, parts brochures, warranties and guarantees.
	10.04	Performance Evaluation - Contract	Performance Evaluation - Contract
	10.05	Performance Evaluation - Architect	Performance Evaluation - Architect
	10.06	Specialty/Other Consultant Close-out	Specialty/Other Consultant Close-out
	10.07	Close-out Notice of Completion	Close-out Notice of Completion
	10.99	Miscellaneous	Miscellaneous
Accounting 11	11.01	Accounts Payable Log; Check Logs	Accounts Payable Log - Internal invoices approved and paid.
	11.02	Cost Reports	Cost Reports - Project progress and project detail reports.
	11.03	Expense Reports	Expense Reports
	11.04	Payment Status Reports	Payment Status Reports - Accounts receivable reports.
	11.05	Personnel Files	Personnel Files; Personnel Action Form
	11.06	Time Sheets	
	11.07	Resume	Resume
	11.08	Employment ADS	Employment ADS
	11.09	Workmans Comp.	Workmans Comp.
	11.10	Transfer of funds	Transfer of funds
	11.11	Bank Statements	Bank Statements
	11.12	Funds Drawdown Request	LACCD
	11.13	Tax forms	1099; Interest Income; Payee Date Record
	11.99	Miscellaneous	Miscellaneous
Intercompany 12	12.01	LACCD Forms	LACCD Forms
	12.02	Company Memos	Company Memos
	12.03	News Letters	News Letters
	12.04	Staff Directories	Staff Directories
	12.05	Staff Meetings	Staff Meetings
	12.06	Employee Handbook	Employee Handbook
	12.07	Telephone System	Telephone System
	12.07.1	Fax Machine	Fax Machine
	12.99	Miscellaneous	Miscellaneous
Equipment 13	13.01	Instructions and Manuals	Instructions and Manuals
	13.02	CPM Inventory	CPM Inventory

**MASTER FILE ARCHIVES
INDEX**

METHOD		FILE & SUBDIRECTORY NAME	DEFINITION
Equipment 13	13.03	Leases	Leases
	13.04	Purchase Request	Purchase Request
	13.99	Miscellaneous	Miscellaneous

EXAMPLE OF PROJECT FILES:

01C-1.1-6170.2.07

01C = Campus
(City College)

1.1-6170 = Project Number
(Master Planning)

2.07 = File & Subdirectory Name
(Request for Contract)