



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

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**Mitchell E. Daniels, Jr., Governor**  
**Michael W. Reed, Commissioner**

May 14, 2009

## TECHNICAL MEMORANDUM

To: All Users of the Electronic Records Management System (ERMS)

From: Gary Mroczka, Director *GM*  
Division of Production Management

Re: ERMS Document Submittal Naming Conventions and Document Type Identification

As the use of the ERMS application increases and becomes an integral part of the operational efficiency of INDOT it is becoming necessary to accurately employ the appropriate naming conventions and file type designations when loading documents into the system. By standardizing the process of naming files we can expand and stabilize the function of ERMS as well as make it an even more valuable tool.

To ensure files are not misplaced in ERMS, and that certain files can be released for public view on schedule, the Contract Administration Division requests that the proper ERMS Doc Type and file format be used for every file. The ERMS Doc Type and file format is found on the Final Tracings Checklist, which is Figure 08-14A of Design Memo 08-14 and available at <http://www.in.gov/indot/div/public/ERMSInfo.html>. (See Attachment A)

Additionally, ERMS can be used in productivity and performance tracking by reporting document transition times. It is essential that there be consistency in the naming of files so that standard queries and reports can be generated to locate specific types of submittals. INDOT is requiring that all users of ERMS acquaint themselves with the published naming conventions (See Attachment B) available on the INDOT website at <http://www.in.gov/indot/div/public/ERMSInfo.html>. In order to assist users with familiarization of the document, a link has also been added to the ERMS ftp site illustrating the approved naming conventions. (See Illustration 1)

As with the implementation of any procedure an adjustment period has been allowed. Please begin correctly naming and assigning document types immediately. After June 1, 2009 any new submittal that is not correctly identified may be sent back to the submitting organization/person. Rejected documents must be resubmitted.

cc: File, Kate Francis, Gary Mroczka, John Wright, Anne Rearick, Bob Cales