



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

September 8, 2005

MEMORANDUM TO: Roadway Design Project Engineers
Roadway Design Project Design Engineers

FROM: Jay Bennett, PE, State Roadway Design Engineer

SUBJECT: DTM and TIN Files

It has recently become apparent that standardization for the location of the project *.dtm* and *.tin* files is necessary for proper file management. In order to create uniformity throughout the Branch the project *.dtm* and *.tin* files shall reside in the DTM folder in the Standard TIP Directory only. Beginning September 30, 2005, Photogrammetry and/or Location & Surveys will begin placing new and revised project *.dtm* and *.tin* files into the DTM folder and notify the users of the delivery and location. The standardized naming convention used for these new and revised files will be: **TIP#_dtm_date.dtm** and **TIP#_tin_date.tin** respectively.

Multiple *.dtm* and *.tin* files are currently existing in multiple directories. The most current and up to date file will need to be moved (not copied) to the DTM folder. The DTM folder should only contain the *.dtm* and *.tin* files that represents the primary design. The files should be renamed with the following naming convention: **TIP#_rdy_date.dtm** and **TIP#_rdy_date.tin**, respectively, using the date the file was renamed. Any additional *.dtm* and *.tin* files that you have created for your own use can remain where they currently reside.

Beginning September 8, 2005 Roadway Design should begin moving the *.dtm* and *.tin* files to the DTM folder. Roadway Design will only have write access to the DTM folder until September 30, 2005. All files must be moved and renamed prior to this date. After September 30, 2005, write and modify access will be limited to the Location & Surveys (L&S) and Photogrammetry units only. All other units will have read only access.

This is a good opportunity to eliminate any *.tin* files that are no longer needed and review other project files for proper [CADD file naming standards](#). If you have any questions regarding this information, please contact Ted Walls.

JAB/tw

cc: Art McMillan, PE
Keith Johnston, PE, PLS
Charlie Brown, PE, PLS
D. R. Henderson, PE
Dale Burton, PE, PLS

Dewayne Sykes, PE
Ron Allen, PE
Scott Blevins, PE
Rob Allen, PE
Marc Clifford, PE