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**Sent:** Thursday, August 10, 2017 4:05 PM  
**To:** Hydro - All (hydraulicsall@ncdot.gov)  
**Cc:** Dickson, Ellen H; Bauder, Lawrence D  
**Subject:** File storage

**Follow Up Flag:** Follow up  
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**April 2018 UPDATE:**  
This internal guidance to Hydraulics Unit staff should also be followed by all Division staff or DOT contractors creating any of the Key Documents discussed below pertaining to hydraulic design for all NCDOT projects.

Effective immediately:

**For all TIP projects (B, I, R, U, W, Y and SFs) at a minimum, these items **must be stored for archiving** on the [Preconstruction Site](#):**

**FINAL, APPROVED** versions of :

Preliminary reports (Preliminary Hydraulic Recommendations)  
Structure Reports (CSRs and BSRs)  
Drainage Plans (Redlines; field plans with notes, scan if hard copy)  
Merger Meeting Minutes  
Stormwater Management Plan  
Permit Drawings  
Approved MOA/CLOMR packages (at a minimum the approval letter)  
➤ The MOA Team will establish protocol for MOAs and CLOMRs, please discuss with them first

**They will also need to be tagged as Key Documents (Key HYD)**

There is a great help menu at:

<https://connect.ncdot.gov/site/preconstruction/Pages/Preconstruction-Help.aspx>  
(Need NCID to logon)

Once an item has been approved, it needs to be posted then, not wait and post all at once at the end of the project. So for example, the Preliminary Hydraulic Recommendations would be posted well in advance of the approved BSR(s).

If you are working with a consultant, please pass along this directive.

If you have questions let me know.

If you have a lot of questions, I will talk to Larry about having a Hydro-only training.

Thanks

**Stephen Morgan, PE**  
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