

R&B ARCHIVES' GOLDBERG PROJECT MASTER FILE INDEX

[Revised April 2005]

Note: Highlighting denotes documents NOT retained in the River City and Wright College series.

1. CONTRACT CORRESPONDENCE FILE:

- A. Reading File-All incoming originals
- B. Reading File-All outgoing copies
- C. Owner File-All incoming
- D. Owner File-All outgoing
- E. Owner Approvals
- F. Transmittals-All outgoing**
- G. Transmittals-All incoming**
- H. Contracts and Contract Correspondence
- I. Legal
- J. Interoffice Memos and Minutes of BGA meetings
- K. Insurance
- L. Public relations
- M. Project Instructions
- N. Travel Record
- O. BGA organization chart
- P. Pre-contract submissions, correspondence, minutes and notes
- Q. Political Correspondence
- R. Fan Mail / Public Interest Correspondence

2. DESIGN FILE:

- A. Land
 - 1. Acquisition Correspondence
 - 2. Acquisition Contracts
 - 3. Legal Correspondence
 - 4. Zoning and Planning
 - 5. General Information and Correspondence
 - 6. Engineering Information and Land Data
- B. Financial
 - 1. Feasibility of Market Studies
 - 2. Cost Estimates / Operating Projections
 - 3. Financial Correspondence, General
 - 4. Forms Executed
 - 5. Budget
 - 6. Developers and Financing
- C. BGA Preliminary
 - 1. Design Program
 - 2. Code Studies
 - 3. Demographic Studies
 - 4. Owner's Design Correspondence and Meeting Minutes

5. BGA Design Correspondence and Meeting Minutes
6. Research and Design, By Subject
7. Specification Notes and Memos
8. Signage

D. Public Agencies and Committees:

1. Agencies
2. Committees
3. Approvals
4. Agencies Index File
5. Environmental Impact Studies
6. Special Meetings and Presentations

3. BGA PRODUCTION DOCUMENTS:

A. BGA controls

1. Schedule, Manpower and Budget
2. CPM Forms, Production Reports, Production Charts
3. Payroll Reports for Total Job Design
4. BGA Change Advice forms
5. Owner's and BGA's Design Changes

B. Planning

C. Design Documents

1. Owner's Meetings Minutes, Reports, Notes, Etc.
2. Consultant Owner's Meetings Minutes, Reports, Notes, Etc.
3. Design Approvals
4. Engineering Manual – Structural
5. Engineering Manual – Mechanical
6. Engineering Manual – Electrical
7. Engineering Manual – Civil
8. Engineering Manual – Plumbing and Fire Protection
9. Engineering Manual – Equipment
10. Calculations, Sketches, and Drawings
11. Specifications

4. CONSTRUCTION:

A. Bidding

1. Bidder's List Approval and Invitations
2. Bid Analysis by Each Bid
3. Bid Advertisements
4. Plan Issue File, Plan Deposit, Bid Correspondence
5. Contractor's Request for Plans
6. Bid Award
7. Tenant Files
8. Miscellaneous

B. Construction

1. Construction Contracts by Name / Type
2. Construction Correspondence by Name / Type

3. Contractor's Schedules by Name
4. Contractor Payment Request by Name
5. Certificates of Payment by BGA
6. Contractor Problems
7. Change Order Request by Contract
8. Change Order Issued by Contract
9. Construction Financials
10. Cash Flow Reports by Summary
11. Progress Reports by Contract
12. Field Reports / Observation Reports
13. Insurance Certificates by Contract
14. Testing Reports
15. Field Orders by Contract
16. Shop Drawing Reports
17. Meeting Minutes
18. Progress Photos
19. Operations Manuals by Contract
20. Contractor Claims by Contract
21. Guarantee Correspondence by Contract
22. As Built Record
23. Punch Lists
24. Clarification Request
25. Clarification Request by BGA
26. Clarification Request by Others by Name

C. Miscellaneous Construction Documents

5. POST CONSTRUCTION:

- A. Correspondence
- B. Printed Materials
- C. Other