

**STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION**

**SUPPLEMENT 1002**

**ARCHIVING OF SHOP DRAWINGS**

**10/20/2006**

Archive Item 513 and 515 structural member shop drawings on digital media storage devices (CD or DVD). Furnish a separate storage device (a CD/DVD in its own hard plastic cover) for each bridge with all information and all shop drawings that apply. If the details shown on a shop drawing apply to more than one bridge, furnish a copy of that drawing in each bridge storage device. Include on each storage device a TIFF or PDF file which indexes the details shown on each shop drawing sheet.

Archive shop drawings using the Tagged Image File Format (TIFF) using Group 4 compression and a minimum of 200 dpi. Create a separate TIFF file for each shop drawing sheet. Name each file using the Bridge Number followed by an underscore and the actual shop drawing sheet number in the file name.

Example: Bridge Number: FRA-71-1028L  
SFN: 1234567  
Fabrication Shop Drawing General Note Sheet GN1  
File name would be: FRA-71-1028L\_GN1.tif

Affix a permanent typed label to each storage device (CD/DVD) and its hard plastic cover with a minimum of the following information: county, bridge number, structural file number, project number, fabricator, and fabrication shop location.



**Example Label Format**