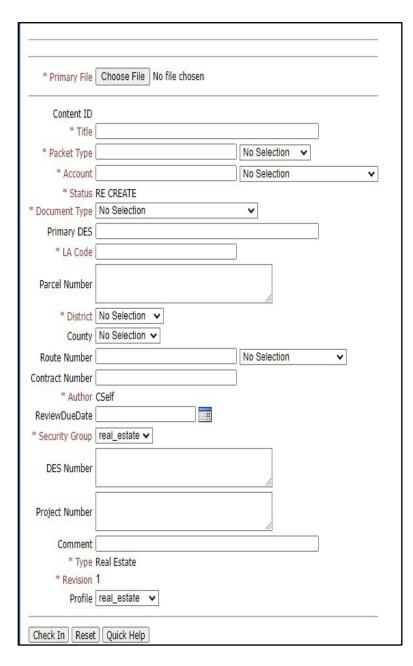


INDIANA DEPARTMENT OF TRANSPORTATION

Naming Conventions - ERMS



The following must be completed:

Title: Should follow this naming format:

1234 P5 Document Name

Packet Type: Select the appropriate packet type.

Buyers/Consultants should typically choose "Buying."

Account: Select RE/BUY.

Document Type: Select the appropriate type of document. For Buyers/Consultants, this will typically include: Uniform Offer Letter, Buyer's Report file, Various file

LA Code: This should contain only the Project Code. Never add "Code #" nor "#".

Parcel Number: This should contain only the parcel number. Never add "Parcel #" nor "#". Do not group multiple parcels together, such as "1-4".

District: Select the appropriate District. If the project includes 2 or more Districts, select the district that is leading the project.

County: Select the appropriate County. If the project includes 2 or more Counties, select the county which the particular parcel/property is located.

Route Number: Select the appropriate road/highway. Avoid selecting "various" if at all possible

Des Number: This should contain only the DES/Project number. Do not add "#"

