

Pickering, John**From:** Boteler, Keith**Sent:** Tuesday, May 25, 1999 2:47 PM**To:** Seal, David; Bracey, Kevin; Forgey, Billy; McCollum, Danny; Breland, Carol; James, Billy; Artz, Barry; Gilliam, Rocky; Swales, Butch; Hulitt, Cliff; Reinike, Chet; Roberts, Boobie; Robinson, Charlie; Robinson, Glenn; Williams, Greg; Fletcher, Brad; Mood, Amy; Waldon, Greg; Hunt, Phil; Sansing, Ed; Reeves, Steve; Parker, Larry; Vinson, Jim; Holmes, Cathy; Dover, Terry; Fulcher, Randall; Lewis, Brad; Jerry McCorkle; Jim Kidd; Lowe, Greg; Reese, John; Richard Pittman; Whitfield, Robert; Case, Mark; Henderson, J.J.; Jeff Fracchia; Ward, John C.**Cc:** Pickering, John; Purvis, Keith**Subject:** Sharing Electronic Project Files

No Electronic Project CADD files should be distributed to persons outside DOT by Roadway Design employees except for the following cases:

1. Files may be sent to consultants under contract with MDOT who requests the information through the appropriate Section Leader or Keith Boteler.
2. Files may be sent to the contractor awarded the construction contract if the request is made through the appropriate Section Leader or Keith Boteler. Note that a disclaimer will have to be signed and delivered to the appropriate Section Leader or Keith Boteler. This disclaimer is available through Roadway's Intranet Site under forms.

All electronic files associated with a project will be available to MDOT employees through our Intranet and Projects FTP site. ROW division has permission to deliver electronic files (Cover Sheet, Plan & Profile, & Typical Sections) to consultants producing utility re-location plans after their receipt of a signed disclaimer from the consultant requesting the files. ROW division WILL NOT distribute cross-sections to these consultants.

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