



One Drive File Sharing

District 3

Problem:

The District 3 Materials Unit generates a large number of letters and reports to inform industry partners about the approval status for laboratories, mixture designs, aggregate gradations and similar items. In addition to mailing a copy to the appropriate contractor or material producer, copies were also prepared for multiple employees who work throughout District 3. This required a large volume of paper. Additionally, the district's field staff had to wait for mail delivery to receive the information.

Name	Status	Date modified
Aggregate Correspondence	🔗 R	8/22/2019 9:34 AM
HMA Plant Correspondence	🔗 R	6/25/2019 7:41 AM
Maps	🔗 R	2/13/2020 7:35 AM
PCC Plant Correspondence	🔗 R	1/28/2020 3:30 PM
Precast Plant Correspondence	🔗 R	5/24/2019 11:25 AM
Adobe Acrobat DC	🔗 R	2/25/2020 2:17 PM
Materials Records Retention Standards.xlsx	🔗 R	2/25/2020 1:29 PM

Solution:

The District 3 Materials Unit developed a shared folder in One Drive in which all of these documents are stored. When a letter or report is prepared, only two copies are generated: one to mail to the appropriate contractor or material producer and one to keep in the district office as the official record copy. This record copy is scanned and stored in One Drive. A daily notification system informs all District 3 Materials staff when new letters and reports are added to the shared folder and provides a link to the new information. There are no costs associated with implementing this system, and it has saved many hours of copying and mailing. It has also reduced the amount of paper used.

Name	Status	Date modified	Type	Size
164-07 - 19504R - 83BITR07Y - 053119.pdf	🔗 R	6/21/2019 9:25 AM	Adobe Acrobat Docu...	73 KB
164-07 - 19604FR - 83BITR06V - 061319.pdf	🔗 R	6/28/2019 11:34 AM	Adobe Acrobat Docu...	77 KB
477-10 - 19504R - 83BIT117K - 051619.pdf	🔗 R	6/21/2019 3:15 PM	Adobe Acrobat Docu...	71 KB
477-10 - 19512R - 83BIT110K - 032519.pdf	🔗 R	5/3/2019 11:39 AM	Adobe Acrobat Docu...	73 KB
477-10 - 19512R - 83BIT120K - 070919.pdf	🔗 R	7/18/2019 3:20 PM	Adobe Acrobat Docu...	71 KB
477-10 - 19514R - 83BIT108K - 040219.pdf	🔗 R	4/12/2019 10:07 AM	Adobe Acrobat Docu...	218 KB
477-10 - 19514R - 83BIT119K - 062619.pdf	🔗 R	7/3/2019 9:51 AM	Adobe Acrobat Docu...	74 KB
477-10 - 19514R - 83BIT123K - 101019.pdf	🔗 R	10/25/2019 2:54 PM	Adobe Acrobat Docu...	95 KB
477-10 - 19522R - 83BIT111K - 040219.pdf	🔗 R	6/24/2019 2:00 PM	Adobe Acrobat Docu...	881 KB
477-10 - 19525R - 83BIT121K - 083019.pdf	🔗 R	9/5/2019 11:18 AM	Adobe Acrobat Docu...	408 KB
477-10 - 19525R - 83BIT115K - 040819.pdf	🔗 R	6/20/2019 2:12 PM	Adobe Acrobat Docu...	145 KB
477-10 - 19526R - 83BIT122K - 091819.pdf	🔗 R	9/20/2019 10:33 AM	Adobe Acrobat Docu...	802 KB
477-10 - 19532R - 83BIT112K - 032119.pdf	🔗 R	4/17/2019 1:30 PM	Adobe Acrobat Docu...	847 KB
477-10 - 19532R - 83BIT113K - 040319.pdf	🔗 R	4/17/2019 1:27 PM	Adobe Acrobat Docu...	836 KB
477-10 - 19532R - 83BIT114K - 040319.pdf	🔗 R	4/17/2019 1:31 PM	Adobe Acrobat Docu...	849 KB
477-10 - 19604FR - 83BIT118K - 061319.pdf	🔗 R	6/28/2019 11:35 AM	Adobe Acrobat Docu...	73 KB
716-08 - 19512R - 83BITR40C - 060319.pdf	🔗 R	6/21/2019 9:25 AM	Adobe Acrobat Docu...	103 KB
716-08 - 19514R - 83BITR41G - 062619.pdf	🔗 R	7/3/2019 9:51 AM	Adobe Acrobat Docu...	98 KB
2712-13 - 19504R - 83BIT117L - 050119.pdf	🔗 R	6/21/2019 3:16 PM	Adobe Acrobat Docu...	70 KB

From: [Short, Michael A](#)
To: [Short, Michael A](#)
Subject: [External] Materials Shared Folder
Date: Wednesday, February 26, 2020 11:00:56 AM
Attachments: [ATT00001.png](#)
[ATT00003.png](#)
[ATT00004.png](#)
[ATT00005.png](#)

Documents
Daily Summary

- Materials Records Retention Standards.xlsx
Short, Michael A
Edited 2/25/2020 11:29 AM
- Adobe Acrobat DC.Ink
Smith, Barbara A
New 2/25/2020 12:17 PM
Shared With Internal

Files are named according to standard guidelines that allow users to identify a file's content without having to open it.

Daily notification emails inform staff when new items are added to the folder and provide links to those items.

