



Connecticut DOT

Number: CD-2019-1

Office of Construction

Date: May 21, 2019

CONSTRUCTION DIRECTIVE

Construction Administrator

Storage of Project Related Documents in ProjectWise

This Directive updates and provides further clarification of guidance, for storage of sensitive documents, contained in the *Construction Division ProjectWise Document Storage and Usage Guide*. Personnel were instructed to use this guide by the directive [Construction Division Use of ProjectWise for Storage of Project Documents \(CD-2016-5\)](#).

Project-related documents that contain potentially sensitive information or that are not suitable for unrestricted access are to be stored in the project's *210_Construction > 02 – Internal Documents* or the *210_Construction > 03 – Measurements and Payments* folder (for payment related documents).

Based on review of project-related documents currently stored in ProjectWise, certified payrolls, Labor Wage Checks, and CLA-12s fall into this category. There are other documents that may also be classified by the District as sensitive on a case-by-case basis. Those should also be handled in the same manner.

To facilitate conformance with these requirements, the Office of Construction will be revising the access rights to both the *210_Construction > 02 – Internal Documents* folder, and the *210_Construction > 03 – Measurements and Payments* folder so that only the Office of Construction and the administering District are able to view the documents contained in them.

At the same time as the folder rights update, the Office of Construction will be relocating any Certified Payrolls, Labor Wage Checks, and CLA-12s to the Internal Documents folder. Districts are to begin uploading affected documents to the appropriate folders, effective immediately.

Access rights for these folders, may be requested for consultants (who already have a ProjectWise username and password) on an as-needed basis, by following the guidance of [ProjectWise Credential Requests for Construction Engineering and Inspection \(CEI\) Consultants \(CD-2017-7\)](#), and contacting Doug Harz at douglas.harz@ct.gov.