

# ROW Exhibits File Structure Guide

To maintain organization and consistency for ROW Exhibits, we will use the following file structure within the main design file folder:

## 1. Main Folder

- **ROW Exhibits:** This folder contains all tract-specific subfolders for the project.

## 2. Tract Folders

- Each tract will have its own folder within the **ROW Exhibits** folder.
- Contents of each **Tract folder:**
  - **VOID** folder: For storing old/voided files as revisions occur.
  - **XXXXXX-XX-TrX.dgn:** The primary design file for the tract.
  - **XXXXXX-XX-TrX.pdf:** Standard PDF export of the tract exhibit.
  - **XXXXXX-XX-TrXAerial.pdf:** PDF of the tract exhibit with aerial overlay.
  - **XXXXXX-XX-TrX-FeePlotA.pdf:** Map98 plot of the fee simple acquisition.
  - **XXXXXX-XX-TrX-DrainEsmtPlotA.pdf:** Map98 plot of drainage esmts.

## 3. Revision Process






- When a revision occurs:
  1. Files in the tract folder are renamed to reflect the new revision.
    - **XXXXXX-XX-TrX-Rev-XX-XX-XX.dgn**
    - **XXXXXX-XX-TrX-Rev- XX-XX-XX.pdf**
    - **XXXXXX-XX-TrXAerial-Rev- XX-XX-XX.pdf**
    - **XXXXXX-XX-TrX-FeePlotA-Rev- XX-XX-XX.pdf**
    - **XXXXXX-XX-TrX-DrainEsmtPlotA-Rev- XX-XX-XX.pdf**
  2. The tract folder itself is renamed to include the revision date.
    - **Tract X (Rev XX-XX-XX)**
  3. Previous versions of the files are moved to the VOID folder.

# Example File Structure

## ROW Exhibits






### Tract 4

#### VOID

-  123456-00-Tr1.dgn
-  123456-00-Tr4.pdf
-  123456-00-Tr4Aerial.pdf
-  123456-00-Tr4-FeePlotA.pdf
-  123456-00-Tr4-DrainEsmtPlotA.pdf











### Tract 5

#### VOID

-  123456-00-Tr5.dgn
-  123456-00-Tr5.pdf
-  123456-00-Tr5Aerial.pdf
-  123456-00-Tr5-FeePlotA.pdf
-  123456-00-Tr5-DrainEsmtPlotA.pdf

### Tract 6 (Rev 08-04-25)

#### VOID

-  123456-00-Tr6.dgn
-  123456-00-Tr6.pdf
-  123456-00-Tr6Aerial.pdf
-  123456-00-Tr6-FeePlotA.pdf
-  123456-00-Tr6-DrainEsmtPlotA.pdf
-  123456-00-Tr6-Rev-08-04-25.dgn
-  123456-00-Tr6-Rev-08-04-25.pdf
-  123456-00-Tr6Aerial-Rev-08-04-25.pdf
-  123456-00-Tr6-FeePlotA-Rev-08-04-25.pdf
-  123456-00-Tr6-DrainEsmtPlotA-Rev-08-04-25.pdf

### Tract 7

#### VOID

-  123456-00-Tr7.dgn
-  123456-00-Tr7.pdf
-  123456-00-Tr7Aerial.pdf
-  123456-00-Tr7-FeePlotA.pdf
-  123456-00-Tr7-DrainEsmtPlotA.pdf