



STATE OF TENNESSEE  
**DEPARTMENT OF TRANSPORTATION**  
NASHVILLE, TENNESSEE 37243-0348

**INSTRUCTIONAL BULLETIN NO. 05-25**

Regarding Digital File Distribution of Right-of-Way Plans

**Effective immediately**, when a project is submitted for Right-of-Way acquisition, the designer will be responsible for providing the design manager with three (3) copies of the Microstation and GEOPAK files on Compact Disks (CD's) for submittal with the plans. Right-of-Way plans files will no longer be placed on the Department's FTP site.

The Department requires "CAD Plan Files Disclaimer and Limitation of Liability Agreement" forms to be submitted for distributing the files to persons outside the department in order to provide protection from unauthorized and/or potentially harmful reuse of the data contained in the files.

For security purposes the files on the CD's will be archived (compressed, zipped, etc.) with a software program having the ability to password protect the archive and capable of making a self-extracting (.exe) file. The password should be at least eight (8) characters and/or numbers in a nonsensical sequence. Designers creating the archive will be responsible for setting the archive password and maintaining the password in the project design folder. Design managers will maintain a record of password for projects developed by consultants. The Department has available WinZip which can be loaded by IT staff for in-house designers. Consultants can find several suitable archiving programs that can be downloaded for free on the internet.

The sequence for creating CD's is as follows:

1. Create an archive file. Archive files for utilities will be named using the State Right-of-Way project number (i.e. 76001223104.exe). If dual counties are involved, use the project number for the county where the project begins.
2. Add the needed files. These should be the sheet layouts, the files needed to create the sheets (reference files), and cross-sections. Files created by software such as alignments (.alg), digital terrain models (.dtm), etc. need not be included.
3. Password protect the files.
4. Create a self-extracting executable file (.exe)

The CD's and password will be submitted along with the right-of-way plans to the Standards and Quality Assurance Section. The Standards and Quality Assurance Section will retain one (1) CD and the password and distribute two (2) CD's and the password to the Regional Right-of-Way/Utilities Office. For regional design offices that directly submit right-of-

way prints to the Regional Right-of-Way/Utilities Office, one (1) CD and the password will be distributed to the Standards and Quality Assurance Section and two (2) CD's and the password will be distributed to the Regional Right-of-Way/Utilities Office.

When right-of-way staking is required by regional survey personnel, the regional right-of-way office will be responsible for furnishing one copy of the files along with the staking request to the regional survey and design office.

The printed plan sheets are the Official State records and these files are for drafting purposes only. Therefore, updates to the archive files will only be made if significant changes are made to the plans (see "CAD Plan Files Disclaimer and Limitation of Liability Agreement"). The design manager will make the determination of significance and ensure that the appropriate personnel are notified of the changes.

This bulletin voids Instructional Bulletin No. 01-17.

Original signed by Jeff C. Jones  
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JCJ:ma