



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

INSTRUCTIONAL BULLETIN NO. 01-17

Regarding DGN File Distribution of Right-of-Way Plans

Effective immediately, when a project is issued for Right-of-Way acquisition, the design manager Civil Engineering Manager 1 or Transportation Manager 1 in charge of the project will be responsible for seeing that the DGN File is posted at the FTP site. The Department has set up a file transfer protocol (FTP) server for transferring large files. This process was started for three reasons:

1. The number of persons wanting copies of our .dgn files has increased.
2. The requirement (by OIR) that size of attachments to outgoing mail be limited to 15 MB.
3. Consultant firms that need our electronic files often use Internet Service Providers (ISP) which have even smaller email limitations than the State's.

The Department recently adopted the "CAD Plan Files Disclaimer and Limitation of Liability Agreement" form in order to provide protection from unauthorized and/or potentially harmful reuse of the data contained in the files. In compliance, we have developed a protocol that will extend this protection and make use of dual security.

In order to have access to the FTP server, each person must have an account with a user name and password. The Information Technology Division (IT) will be responsible for establishing accounts and issuing the user name and password for all persons desiring Access to the server. We must submit requests for employees if we want them to have permissions to access the server. We must also request user names and passwords for consultants and others who need access to the site. Since consultants work for many managers, I'm assigning Mary Ogden to coordinate the efforts to insure that we aren't duplicating efforts. Please email Mary the name of consultants that you want to have permissions on the list. **This is important in that only one user account will be assigned to each consultant regardless of the number of offices that they might have.**

The second security measure involves password protection of the files placed on the server. To accomplish this measure, the files placed on the server 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 Department has available WinZip which can be loaded by our IT staff. The password should be at least eight (8) characters and/or numbers in a nonsensical sequence. Each person who will be creating the archive will be responsible for

setting the archive password and maintaining the password in the project design folder. There are several suitable archiving programs that can be downloaded for free on the Internet.

In order to post and retrieve files from the server, an FTP client is recommended. The State has Ws_ftp LE which can be loaded by our IT staff through the help desk. There are several free FTP clients available on the Internet which consultants can download.

The primary use of the site was to make .dgn files available to utilities. Therefore we have adopted the following in conjunction with the Utilities Section:

- When a project is issued for Right-of-Way acquisition, the Design Civil Engineering Manager 1 or Transportation Manager 1 in charge of the project will be responsible for seeing that an archive file is created and loaded onto the FTP server under the \download\utility\ folder (directory).
- The sequence for creating the files is as follows:
 1. Create an archive file (see naming convention below).
 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 password for extracting the files will be emailed to the Regional Utility Coordinator with a copy to Joe Shaw in the Headquarters Utility Office. Utilities will be responsible for establishing accounts for the utility companies, obtaining the "CAD Plan Files Disclaimer and Limitation of Liability Agreement", and distributing the password.
- 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.
- 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 manager in charge of design will make the determination of significance and insure that the appropriate utility personnel are notified.

For transferring files to others, the manager will be responsible for obtaining signed "CAD Plan Files Disclaimer and Limitation of Liability Agreements" and placing the files in the \download\ directory under a suitable folder name. Files sent to consultants and others performing work as a part of the overall project, will not need to sign an agreement but will need password-protected files.

The email system can still be used for transferring files internally (within the Department). In addition, we can still receive large email attachments if sent from the outside. However, consultants with ISP's that limit the attachment size can use the FTP method to upload or download files. **Consultants will only have write privileges in the \upload\ directory and read privileges from the \download\ directory.**

Settings for accessing the FTP site:

Profile Name: Design FTP Site
Host Address: 170.142.50.9
Host Type: Automatic Detect
User ID: As Assigned by IT
User Password: As Assigned by IT

Original signed by Jeff C. Jones
Jeff C. Jones, Civil Engineering Director
Design Division

JW: met
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