

Disaster Cost Recovery Documentation Filing Assignment Checklist (DOC-4)

File all documents by site address and then chronologically by date

Site Address	Date
Project Worksheet #	File Manager
Documentation Folder	Sub-Folder
<input type="checkbox"/> Damaged Facilities / Infrastructure	<input type="checkbox"/> Photos Pre-Disaster
	<input type="checkbox"/> Photos of damage
	<input type="checkbox"/> Photos of clean up or repair operations
	<input type="checkbox"/> Photos of clean up or repairs completed
	<input type="checkbox"/> Facility Safety Assessment Reports
	<input type="checkbox"/> Inspector / Engineer Reports
	<input type="checkbox"/> Written damage reports (Scope of Damage)
	<input type="checkbox"/> Mechanical Systems Damage Report
	<input type="checkbox"/> Contents Damage Report
	<input type="checkbox"/> I.T. - Telecom Damage Report
<input type="checkbox"/> Debris Field Documentation	<input type="checkbox"/> Photos Pre-Disaster
	<input type="checkbox"/> Photos of debris
	<input type="checkbox"/> Photos of clean up operations
	<input type="checkbox"/> Photos of cleaned up site
<input type="checkbox"/> Debris Management Files	<input type="checkbox"/> Truck Certifications
	<input type="checkbox"/> Trip Tickets
	<input type="checkbox"/> Time Cards
	<input type="checkbox"/> Site Plans
<input type="checkbox"/> Debris Monitoring Files	<input type="checkbox"/> Daily Operations Reports
	<input type="checkbox"/> Time Cards
	<input type="checkbox"/> Daily Operations Reports
<input type="checkbox"/> Incident Response	<input type="checkbox"/> Daily Monitor Reports
	<input type="checkbox"/> Incident Reports
	<input type="checkbox"/> Field Work Reports or ICS-214.5's
	<input type="checkbox"/> Mutual Aid Documents
	<input type="checkbox"/> Time Cards & Payroll Data
<input type="checkbox"/> Survivors Services	<input type="checkbox"/> Human Shelters
	<input type="checkbox"/> Pet Shelters
	<input type="checkbox"/> Mass Feeding
	<input type="checkbox"/> Points of Distribution/Dispensing
	<input type="checkbox"/> Local Assistance Centers / DAC's
	<input type="checkbox"/> Telephone Call Centers
<input type="checkbox"/> Volunteers & Donations	<input type="checkbox"/> Donated Labor Time Cards
	<input type="checkbox"/> Donated Labor Reports
	<input type="checkbox"/> Donated Goods Receipts
	<input type="checkbox"/> Donated Equipment Receipts
	<input type="checkbox"/> Donated (Loaned) Facilities Receipts
<input type="checkbox"/> Private Non-Profit Operations	<input type="checkbox"/> Daily Activity Reports
<input type="checkbox"/> FEMA Summary Reports	<input type="checkbox"/> Force Account Labor
	<input type="checkbox"/> Force Account Equipment
	<input type="checkbox"/> Rented Equipment
	<input type="checkbox"/> Materials

- FEMA Summary Reports (cont'd)
- Project Management
- Insurance
- Project Worksheet
 - Contracts
 - Benefits Worksheet
 - Project Worksheet Appeals
 - Project Worksheet Extensions
 - Project Worksheet Supplements
 - Policies
 - Flood Maps & NFIP information
 - Adjusters Reports
 - Correspondence
 - Litigation and Settlement Documents
 - Project Worksheet Documents (90-91 series)
 - Project Maps and Sketches
 - Environmental Issue Documents
 - Hazardous Material Issue Documents
 - Historic Issue Documents
 - Flood Plain Issue Documents
 - Coastal Barrier Issue Documents
 - Mitigation
 - Other Controversial Issues
 - Private Non-Profit
 - Project Cost Escalation Documentation
- Architectural and Engineering
 - Structural
 - Soils
 - Hydrology, etc.
- Purchasing
 - Copy of Purchasing Policies-Procedures
 - Plans and Bid Specifications
 - RFPs / RFQs
 - All Bids submitted
 - Bid Evaluations
 - Cost Price Analysis
- Contract Documents
 - Prime Contractor
 - Sub Contractors
 - Invoices & Statements
 - Contractors Work Files and Records
 - Contractor Correspondence
 - Change Orders
 - Field & Shop Drawings
 - Contractor Debarment Checks
 - Contractor Dispute and Litigation Files
 - Project Management Documents
 - Building Permits and Inspection Records
 - Project Closeout Documentation
- Correspondence
 - FEMA Correspondence
 - State OES/OEM Correspondence
 - Intra-agency Correspondence
- Miscellaneous
 - Disaster Proclamations / Declarations
 - Agency Charter
 - Labor Agreements & MOU's
 - Copies of all disaster policies (pay, feeding, etc.)