

Description	N/A	✓	Notes
1. General filing system			
2. Project files			
a. master project number index			
b. standardized project filing format			
c. technical files index			
d. Office administration files index			
3. File retrieval			
4. New filing and file return			
5. Financial files			
6. Computer and electronic files			
7. Sample library			
8. Office library			
9. CAD standards			