Digital Data Submissions
Quick Reference Sheet

Note: Please refer to the Digital Data Submission Standards on DPW's website under Resources at the right side of the screen for the additional details.
http://www.indy.gov/eGov/City/DPW/Pages/home.aspx

Digital Data Submission Process – Page 3 of the standards

STEP 1: Identifying Digital Requirements
A project is created. IMAGIS Data Disk requested by the City Project Manager. IMAGIS Data Disk includes the following information;
- Digital Data Submission Standards
- Blank attribute tables
- DPW Basemap files pertaining to your project location
- Sample Digital GIS Data Drawing with accompanying populated attribute tables

STEP 2: Generating an As-Bid Submittal
An As-Bid Digital Data Submittal is provided to the City Project Manager. Submittal is to include the following information on two identical CDs;
- As-Bid Digital Plan Data
  - Full size PDF set
  - All DWG or DXF drawings/ files used to generate the As-Bid set
- As-Bid Digital GIS Data
  - Digital GIS Data Drawing
- All applicable attribute tables

STEP 3: Receiving an As-Bid Digital Submittal
The City Project Manager submits the As-Bid Digital Submittal to the GIS Data Support Person.

STEP 4: Reviewing an As-Bid Digital Submittal
The GIS Data Support Person receives the As-Bid Digital Submittal, logs it into the system, and checks for usability and compliance with the Digital Data Submission Standards.
- Memorandum is provided stating if the submittal is accepted or rejected.
  - If rejected, the memorandum will state which section of the submittal information did not meet the requirements set out by the Digital Data Submission Standards.
  - If accepted, one CD is submitted to the Records Specialist for archiving, the other CD is returned to the City Project Manager for the Record Drawing Submittal. This CD is then given to the Inspection Consultant Project Manager or the RPR for their use in developing the Record Drawing Submittal.

STEP 5: Generating a Record Drawing Submittal from an As-Bid Submittal
RPR updates the As-Bid Digital Data Submittal to a Record Drawing Digital Data Submittal.
This Record Drawing Submittal is then given to the City Project Manager. This submittal is to
include the following information on two identical CDs;
- Record Drawing Digital Plan Data
    - Full size PDF set with the following stamp on the cover
        - Type of Drawing (i.e. Record Drawing)
        - Name of company submitting the Record Drawings
        - Creation date of the Record Drawings
- Record Drawing Digital GIS Data
    - Digital GIS Data Drawing
- All applicable attribute tables

STEP 6: Receiving a Record Drawing Digital Submittal
The City Project Manager submits the Record Drawing Digital Submittal to the GIS Data Support
Person.

STEP 7: Reviewing and Storing Record Drawing Digital Submittals
The GIS Data Support Person receives the Record Drawing Digital Submittal, logs it into the
system, and checks for usability and compliance with the Digital Data Submission Standards.
- Memorandum is provided stating if the submittal is accepted or rejected.
    - If rejected, the memorandum will state which section of the submittal
      information did not meet the requirements set out by the Digital Data Submission
      Standards.
    - If accepted, one CD is submitted to the Records Specialist for archiving, the
      other CD is submitted to the appropriate parties for GIS entry.