

Transportation, Department of

Division	Schedule #	Title	Description	Disposition
Aeronautics	5513	Resolutions	This series consists of resolutions created by municipalities, airport boards and/or authorities. Included are letters, resolutions, transmittal copies of resolutions forwarded to the Federal Aviation Administration and related files.	Hold until airport is closed, then transfer to State Archives.
Aeronautics	5514	MBEs and DBEs (Minority and Disadvantaged Business Enterprise) Files	This series consists of files related to minority and disadvantaged business enterprises for bids for contracts and sub-contracts and contracts that were awarded. Included are correspondence, federal regulations, methodologies and related files.	Hold until airport is closed, then transfer to State Archives.
Aeronautics	5516	Airport Layout Plans	This series consists of documents related to airport facilities and layout plans. Included are plans (blueprints), correspondence, approval letters from the Federal Aviation Administration and other files.	Hold until airport is closed, then transfer to State Archives.
Aeronautics	5517	Airport Facilities Records	This series consists of copies of 5010-1 forms related to facility inspections of public airports. Information includes city, airport name, location, general services, based aircraft, facilities, operations, runway data, lighting, obstruction data, declared distances, inspector and other related information.	Hold in the current files area until airport is closed, then dispose.
Aeronautics	5518	Aeronautics Chart Files	This series consists of yearly aeronautic charts. Included are charts, updated charts, original photo positives and related files.	Hold until airport is closed, then transfer to State Archives.

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Aeronautics	5520	Compliance Records	This series consists of airport compliance project files, inspection reports, minimum standard lease agreements, airport regulations and correspondence.	Hold until airport is closed, then transfer compliance project files, inspection reports, airport regulations and correspondence to State Archives: dispose of other files after airport has been closed.
Aeronautics	5524	Airport Improvement Project Files	This series consists of files related to federally funded airport improvement projects. Included are pre-applications, applications, grants, payment requests, allocation files, contracts, estimates, construction layouts and drawings, correspondence and related files.	Hold in the current files area until airport is closed, then transfer allocation files, construction layouts/drawings and correspondence to State Archives: dispose of other files after airport has been closed.
Aeronautics	5527	State Aid to Airports	This series consists of files related to airport improvement projects that are state funded. Included are pre-applications, applications, grants, payment requests, allocation files, contracts, payment vouchers, estimates, construction layouts and drawings, correspondence and related files.	Hold in the current files area until airport is closed, then transfer allocation files, construction layouts/drawings and correspondence to State Archives: dispose of other files after airport has been closed.

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Appeals Board	5914	Appeal Records	This series consists of appeals from tickets issued to commercial motor drivers by the Mississippi Department of Transportation Law Enforcement related to vehicle weight violations. Included are tickets, assessment of delinquent privilege tax forms (Form 64-086), appeal requests, correspondence, warrant lists, Appeal Board orders and related files.	Image and verify, then dispose of paper. Hold electronic files seven (7) years after issue date of ticket, then dispose.
Bridge	1145	Correspondence & Miscellaneous Information	This series consists of correspondence, memos, and Federal Highway Administration memos and studies.	Hold in the current files area three (3) years following final payment; Transfer to central records. Records are microfilmed and hard copy is disposed. Microfilm is maintained permanently.
Central Records Storage	1150	Correspondence	This series consists of files related to court evidence supporting data and Federal Highway Administration reimbursement data. Included are letters, data, and memos.	Hold in the current files area until three (3) years following final payment; microfilm and dispose hard copy. Maintain microfilm permanently. A security copy of microfilm is maintained at the office on Woodrow Wilson for the Woolfolk Bldg. and at the Woolfolk Bldg. for the Woodrow Wilson office.
Deputy Director Administrative/Enforcement	5915	Paid Tickets	This series consists of tickets that were paid by commercial motor drivers issued by the Mississippi Department of Transportation Law Enforcement related to vehicle weight violations.	Image and verify, then dispose of paper. Hold electronic files five (5) years, then dispose.

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Deputy Director Administrative/Enforcement	5916	Permits	This series consists of permits issued at weigh-stations, on highways by law enforcement, within the agency or on-line related to commercial motorists transporting excess weight and over-sized cargo. Included are permits and Automated Permit Systems (APS) and Automated Receipt Systems (ARS) totals.	Hold active permit electronic files seven (7) years, then dispose. Transfer electronic APS and ARS totals annually to State Archives.
Financial Control	1075	Fiscal Notes and Work Papers	This series consists of files related to Legislative Bills & Highway Department Budget. Included are working papers.	Hold in the current files area three (3) years, then dispose.
Financial Control	1078	Memos and Letters	This series consists of files related to memos and letters.	Purge every six (6) years, then dispose as needed.
Financial Control	3292	Project Files	This series consists of financial records and correspondence for Department of Transportation projects. Included are monthly cost printouts, contractor payment schedules, modification of contract forms, original estimate quantities and prices, contract time report, and final vouchers. This series is cut off at the end of the fiscal year.	Hold in the current files area until project is complete; transfer to SRC; hold six (6) years, then dispose. Audit and final voucher must have been released three (3) years.
Financial Management	3607	Temporary Permit Records	This series consists of records collected through the issuance of highway permits for commercial vehicles wishing to transport goods through the State of Mississippi. Included are permit fee receipts, penalty receipts, bank account information, checkbooks, deposit slips, cancelled checks, and other files.	Hold in the current files area one (1) year; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three (3) years.
Financial Management	3608	Blanket Permit Records	This series consists of permit records. Included are permit books, copy of issued permit, log of daily issuances, and other files.	Hold in the current files area four (4) years, then dispose. Audit must have been released three (3) years prior to disposal.

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Maintenance	1162	Blanket Permits	This series consists of permit issued once each year to move overweight and oversize equipment throughout the year. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then dispose.
Maintenance	1167	High Weight Roads	This series consists of files related to highway weight limits. Included are commission orders and correspondence.	Hold in the current files area indefinitely. The correspondence is microfilmed by Central Records. A working copy is maintained in the Woolfolk Bldg. A security copy is kept at the Woodrow Wilson office.
Maintenance	1170	Memorial Markers	This series consists of files related to memorial markers. Included are correspondence, drawings, documentation and resolutions for origination.	Hold in the current files area indefinitely. The correspondence is microfilmed by Central Records. A Working copy is maintained in the Woolfolk Bldg. A security copy is kept at the Woodrow Wilson office. Duplicate copy of microfilm will be placed in Archives.
Maintenance	1171	Outdoor Advertising Companies	This series consists of files related to Outdoor Advertising Companies. Included are \$1000 bond, correspondence, and bond acknowledgement.	Hold in the current files area until company is no longer in business or bond is not renewed for at least two (2) years, then
Maintenance	1172	Overweight & Oversize Permits	This series consists of files related to short term permits for loads over 80,000 pounds, more than 8'6" wide, or 13'6" high. This series is cut off at the end of the calendar	Hold in the current files area two (2) years, then dispose.

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Maintenance	1174	Section Books	This series consists of files related to lengths and surface types of MS Highways and changes made in surface types.	Transfer to State Archives.
Maintenance	1175	Sign Permits	This series consists of permits for outdoor advertising. This series is cut off at the end of the calendar year.	Hold in the current files area until permit expires, then dispose.
Maintenance	1176	Takeovers/Turnbacks	This series consists of files related to takeovers/turnbacks. Included are correspondence drawings, and agreements.	Hold in the current files area indefinitely. The correspondence is microfilmed by Central Records. A working copy is maintained in the Woolfolk Bldg. A security copy is kept at the Woodrow Wilson office.
Maintenance	1177	Vegetation Control	This series consists of businesses approved to remove vegetation from Hwy. right of way. Included are copy of permit, insurance statement, and correspondence.	Hold in the current files area five (5) years, then weed and dispose unnecessary material. The correspondence is microfilmed by Central Records. A working copy is kept at the Woodrow Wilson office. Microfilm is maintained permanently.
Maintenance	1178	Waste Water Treatment Plans and Waterwell Files	This series consists of files related to waste water treatment plants and waterwell files. Included are original permit, maintenance checklist, original plans, and chemicals needed list.	Hold in the current files area indefinitely.

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Photogrammetry	1180	Geodetic Information	This series consists of files related to surveys, monuments, and benchmarks.	Hold in the current files area until placed on computer, then dispose hard copy. Maintain computer information permanently.
Photogrammetry	1181	Original Film Rolls	This series consists of original film rolls. Included are aerial photographs taken of special projects.	Hold in the current files area ten (10) years. Film rolls are sold to private companies for silver content.
Photogrammetry	1183	Project File Photo	This series consists of project file photos. Included are memos, letters and studies.	Weed material once each year; then, dispose unnecessary material after microfilming. The microfilm is maintained permanently. A security copy of this material is maintained in the Woolfolk Building. A working copy is held in the Woodrow Wilson Building.
Public Affairs	3835	Public Hearing Files	The series consists of files related to public hearings conducted by the Department of Transportation to provide the public with an opportunity to view MDOT's suggested alternate plans to projects and voice opinions or concerns. Included are proof of publication, copies of newspaper articles related to the project, sign in sheet, agenda, correspondence, transcript and legal notice. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to the Central Records Division for future microfilming. After microfilmed, transfer hard copy to State Archives.

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Public Affairs	3836	Public Meeting Files	This series consists of files related to public meetings conducted by the Department of Transportation to provide the public with an opportunity to view MDOT's suggested alternate plans to projects and voice opinions or concerns. Included are proofs of publication, copies of newspaper articles related to the project, attendance registration card correspondence, etc. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to the Central Records Division for future microfilming. After microfilmed, transfer hard copy to State Archives.
Public Affairs	3839	General Office Files	This series consists of files related to administration and operation of the Public Affairs Division. Included are ground breaking and ribbon cutting announcements, equipment inventory records, incoming and outgoing general correspondence, legal notices of opportunity for location and design for public hearings, internal reports, vendor files, and travel files.	Hold in the current files area two (2) years, then dispose.
Research and Development	1190	Administrative Files	This series consists of files related to equipment use report, time reports, research, correspondence, radio and telephone information, and workshops. Included are budget information and National Cooperative Highway Research Information. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material. Correspondence is to be microfilmed in central files.
Research and Development	1191	Highway Work Program	This series consists of files related to highway program research studies. Included are study number, amount of funding allocated, time allocated for study.	Hold in the current files area indefinitely.

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Research and Development	1193	Research Evaluation Committee	This series consists of files related to product submission. Included are (Form ADM 361) report findings about product, and committee recommendation. SPEL also included (SPECIAL PRODUCT EVALUATION LIST). This series is cut off at the end of five (5) years.	Hold in the current files area five (5) years, then dispose all information except Chief Engineer's Action. Maintain Chief Engineer's Action (letter of concurrence) twenty (20) years, then dispose.
Research and Development	1194	Studies	This series consists of studies. Included are proposals, contracts, memos, letters, progress reports, and final report. This series is cut off at the end of the ten (10) years.	Hold in the current files area ten (10) years, then dispose. Hold final copy permanently. The correspondence is microfilmed by Central Records. A working copy is maintained in the Woolfolk Bldg. A security copy is held at the Woodrow Wilson office. Microfilm is maintained permanently.
Right of Way	1195	Aerial Photographs and Condemnation Plats	This series consists of aerial photographs and condemnation plats. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year. Weed and send unnecessary material to State Archives for review and permanent retention of the historically valuable material.
Right of Way	1197	Right Of Way Plans	This series consists of files related to Right of Way plans. Included are Federal and State right of way plans.	Hold in the current files area indefinitely.
Roadside Development	1377	Junkyard Inventory	This series consists of files relating to owners and locations of legal junkyards.	Hold in the current files area indefinitely.

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Roadway Design	1199	Correspondence (Bid Related)	This series consists of files related to bid forms and contractors. Included are memos and letters.	Weed once each year. Dispose unnecessary material after microfilming. Microfilm is maintained permanently by Central Records. (WC) A security copy is maintained in the Woodrow Wilson Building.
Roadway Design	1200	Correspondence	This series consists of correspondence files. Included are memos, letters, preliminary survey and estimate reports.	Hold in the current files area until final plans are complete, then weed and dispose unnecessary material prior to microfilming. Microfilm is maintained permanently by Central Records.
Roadway Design	1201	Cross Sections	This series consists of files related to cross sectional view of roadway. Included are original ground line, final roadway template, and earthwork quantities.	Hold in the current files area until final plans are received, then dispose.
Roadway Design	1205	Surveys	This series consists of files related to survey data compiled by field or project office personnel to develop highway alignment.	Hold in the current files area until final plans are received; then transfer surveys to the district office of origination.
Soil Mechanics	1206	Boring Logs	This series consists of files related to boring records, list of soil types, location, project and station number, county, and boring number. This series is cut off at the end of the calendar year.	Hold in the current files area indefinitely.
Soil Mechanics	1207	Pipe Survey Data	This series consists of description of soil as to acidity or alkalinity in relation to pipe material.	Hold in the current files area indefinitely.

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State Aid	1356	County Files	This series consists of files related to county files. Included are inquiries, correspondence, utility permits, programs, and project reference material.	Hold in the current files area until files become an active project; then transfer to active project files.
Testing	1210	Ready-Mix Certificates	This series consists of certificates issued to indicate that cement shipped has been tested and meets Highway Department standards. Included are cement certificates.	Hold in the current files area three (3) years or after project completion, then dispose.
Testing	1211	Soil and Foundation Reports	This series consists of files related to type of soil in project area, pile capacity, stability analysis, etc. This series is cut off at the end of the 5 yrs.	Hold in the current files area five (5) years, then dispose.
Testing	1212	Test Reports	This series consists of files related to product testing. Included are results of testing and approval or disapproval, original test reports (card files). This series is cut off at the end of the 4 yrs.	Hold in the current files area four (4) years, then dispose. Microfilm, then dispose hard copy. Maintain microfilm permanently. A security copy is maintained at the office on Woodrow Wilson for the Woolfolk Bldg. and at the Woolfolk Bldg. for the Woodrow Wilson
Traffic Control & Safety	1358	Active Signal Projects/Inactive Signal Projects	This series consists of files related to signal projects. Included are inventory information about signal devices, correspondence, and workpapers.	Hold in the current files area until project becomes inactive. Transfer to inactive files; hold until project becomes 25 years of age, then dispose.
Traffic Control & Safety	1359	County Files	This series consists of county files. Included are correspondence, reports from other divisions, traffic counts, and speed posted.	Hold in the current files area five (5) years, purge and dispose unnecessary information.

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Traffic Control & Safety	1360	Index Files	This series consists of files related to index files. Included are index to finish and raw materials (form L CD-720). This file reports the use of materials.	Hold in the current files area five (5) years, then dispose.
Traffic Control & Safety	1361	Signal Inventory	This series consists of files related to inventory of all signals of the state. Included are working papers on each project at signal site and correspondence.	Hold in the current files area five (5) years, then dispose unnecessary information.
Traffic Control & Safety	1362	Traffic Lights in the Jackson Area	This series consists of inventory of all traffic lights in the area. Included are location and type of device in use.	Hold in the current files area until updated, then dispose.
Traffic Control & Safety	1363	Traffic Lights Inventory (Other Than Jackson Area)	This series consists of inventory of all traffic lights in the state outside the Jackson area. Included are location and type of device in use.	Hold in the current files area until updated, then dispose.
Traffic Control & Safety	1364	Trouble Reports	This series consists of complaints made about traffic signals.	Hold in the current files area ten (10) years, then dispose if not in litigation. If in litigation, hold until case is closed, then destroy.
Transportation and Planning	1213	Annual Work Programs	This series consists of files related to scheduled activities for the coming year for the Transportation and Planning Division. This series is cut off at the end of the fiscal	Hold in the current files area five (5) years, then dispose.
Transportation and Planning	1214	Correspondence	This series consists of memos and letters.	Weed material every two (2) years. Dispose unnecessary material.
Transportation and Planning	1215	County & City Maps	This series consists of maps indicating roadways and surface coverings.	Hold in the current files area seven (7) years or until updated, then transfer to State Archives.
Transportation and Planning	1216	Designated Highway System Report	This series consists of legal description of each state highway. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.

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Transportation and Planning	1218	Highway Traffic Report	This series consists of files related to the analysis of traffic data within the state by route and county on an annual basis. This series is cut off at the end of the calendar	Hold in the current files area indefinitely.
Transportation and Planning	1219	Interstate Cost Estimates	This series consists of bi-annual cost estimate for all interstate roadways located within the state.	Hold in the current files area indefinitely.
Transportation and Planning	1222	Traffic File	This series consists of files related to annual direct distribution of traffic. Included are average daily counts, percent trucks, and peak hour. This series is cut off at the end of the calendar year.	Hold in the current files area indefinitely.
Transportation and Planning	1223	Traffic Reports	This series consists of annual traffic counts for each designated roadway by county. This series is cut off at the end of the calendar year.	Hold in the current files area indefinitely.
Transportation and Planning	1224	Truck Weight Study	This series consists of files related to average weights by type of vehicle at each weigh station. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years, then dispose.
Transportation and Planning	1225	Vehicle Classification File	This series consists of description and totals of types of vehicles on the roadways by county and statewide.	Hold in the current files area three (3) years, then dispose.
Transportation and Planning	1374	Quad Maps	This series consists of topography maps (maps show largest town in area of the map).	Hold in the current files area until updated, then transfer to State Archives.