

Transportation, Department of
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
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.
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	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	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.

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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
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
Public Transit	3479	Motor Carrier Safety Assistance Program (MCSAP) Inspection Reports	Included are driver-equipment compliance check sheets, out of service records, inspection reports, commercial drivers license information, and other files. Arranged alphabetically by trucking company name. The Federal Highway Administration Title 49, CFR Section 396.21, requires that these records be retained fourteen months from the Present of the inspection report. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years; then destroy.

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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.
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.

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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.
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.
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.
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.
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.

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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	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	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 year.	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	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.
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.

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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.