

RECORDS RETENTION AND DISPOSAL SCHEDULE

State Highway Administration

Bureau of Engineering Access Permits

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>ENTRANCE PERMIT FILE</u></p> <p>The Permit File is composed of two divisions, one containing all pending permits, the other completed permits. The pending file contains-</p> <p>Correspondence regarding issuance of permits Applications Acceptance with conditions Permit copies Permit Bonds (for single projects) Plats and plans</p> <p>The completed portion includes, in addition to the above papers:-</p> <p>Notations of completion of the projects Covering letters for return of bonds Releases of bonds</p> <p>This schedule amends #466 Item #1</p>	<p>Retain in State Records Center for seven (7) years from date sent, then microfilm and destroy records. Retain microfilm permanently in office.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

6/25/82 *Charles Lee* Chief BEAP

8/4/82 *Edward J. ...* State Archivist