

STATE ROADS COMMISSION

Department or Agency

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

491

Schedule Number

TRAFFIC BUREAU, PERMITS SECTION

Subdivision or Bureau

1 of 2

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
1	SRC HP-9	Application for Special Hauling Permit	1	White - Remains in Permits attached to pink copy (HP-1)	3 yrs, audit, destroy
2	HP-1	Special Oversize-Overweight Hauling and Movement Permit	4	White - to permittee to be placed in vehicle Pink - remains in permits, audit copy with application attached Yellow - retained in permits for short-term reference Green - receipt copy for permittee	Nonrecord 3 yrs, audit, destroy Nonrecord Nonrecord
3	BHP	Blanket Oversize-Overweight Hauling Movement Permit	3	White - to permittee to be placed in vehicle Pink - Remains in permits, audit copy with application attached Green - Receipt copy for permittee	Nonrecord 3 yrs, audit, destroy Nonrecord
4	SHP	Single Trip Oversize-Overweight Hauling and Movement Permit	3	White - Completed at time of haul and carried in vehicle Pink - Completed at time of haul and retained by permittee Green - remains in permits to be completed at time of haul on information received by phone; record copy for audit purposes	Nonrecord Nonrecord 3 yrs, audit, destroy

Agency, Division or Bureau Representative

Delma Jean Sinner
Signature

Chief - Hauling Permits Section
Title

Schedule Authorized by Hall of Records Commission

10/30/69
Date

Miriam L. Roroff
Archivist

Disposal Authorized by Board of Public Works

11/7/69
Date

Richard Stuloff
Secretary

Date:

October 22, 1969

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Schedule Number

2 of 2

Page Number

Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
		A.	B. Distribution	
5	Daily Journal, 1951-- (See Item 7)	1	22 volumes in Permits Section	3 yrs, audit, destroy
6	General Account Cards, 1951-- (See Item 7)	1	21 volumes in Permits Section	3 yrs, audit, destroy
7	Accounts Receivable Control Sheets, 1956-- (This is considered the record for final entry in the permanent record in F&A)	2	White - F&A for permanent entry Pink - Remains in Permits	3 yrs, audit, destroy 3 yrs, audit, destroy
8	Deposit Slips	4	White - To cashier for notice of deposit Yellow - to Bank with deposit, then to Cashier as record copy for entry and audit Blue - Permits copy showing deposit Pink - Cashiers copy for reference use	Nonrecord 3 yrs, audit, destroy 3 yrs, audit, destroy Nonrecord
9	Bond File for trucker's fees, current bonds, all others returned to bonding company	1	retained in Permits section	Returned to bonding company
10	Card Index to Bondees	1	3"x5" cards arranged by names of bondees	Retain while current and for three years thereafter then destroy
11	General File, 1957--	1		Retain for three years, then destroy except material having continuing legal or administrative value which is to be retained until such value ceases