### Agency Records Disposition Schedule

**Department:** Department of Transportation  
**Division:** Office of the Director  
**SERIES:** 23693  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/13/2011

<table>
<thead>
<tr>
<th>TITLE: General Correspondence -Department Director</th>
<th>CUTTOFF: Completion of term of office or tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Documents of a general nature that were created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and unpublished calendars of events and activities.</td>
<td>RETENTION: Years: 0 Months: 0 Days: 0</td>
</tr>
</tbody>
</table>

**NOTES:**

**DISPOSITION ACTION:** Permanent