



**Agency Records Disposition Schedule**

Department: Department of Transportation

Section:

Division: Right of Way

Sub-Section:

**TITLE:** Fee Services - Right of Way

**CUTOFF:** End of state fiscal year

**DESCRIPTION:** Successful fee appraiser, negotiator, mediator, and relocation assistance services applications and roster for use of these services when needed for Right of Way acquisitions. Includes performance appraisal forms.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Unsuccessful Fee Appraiser and Negotiator Applications are 21531 General Correspondence – Agency Personnel

**DISPOSITION ACTION:** Destroy

**SERIES:** 23668

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Junkyard License

**CUTOFF:** Life of junkyard with property owner

**DESCRIPTION:** Includes application, information sheet about the junkyard, 60-day license compliant or non-compliant notice received after inspection, license denials and all correspondence. Licenses must be renewed annually. Required by 226.650-226.720 RSMo and 7 CFR 10-5.010.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23594

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Outdoor Advertising Permits

**CUTOFF:** Billboard removal

**DESCRIPTION:** Outdoor advertising permits, notices and correspondence issued to sign owner. Sign owners must obtain a permit if the advertising is within a certain distance of a right-of-way per 7 CSR 10-6.070. Permits are issued bi-annually.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23573

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Right of Way

Sub-Section:

**TITLE:** Realty Acquisition and Disposal Deeds

**CUTOFF:** Date of disposal

**DESCRIPTION:** Deeds for realty acquired or disposed.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23595

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Realty Assets Disposed

**CUTOFF:** EOSFY of disposition of realty land asset recorded

**DESCRIPTION:** Contains documentation defining realty (land) or realty rights disposed. Includes, but is not limited to property sold and property conveyed to local governments per a Change in Route Status and Road Relinquishment Agreement.

**RETENTION:** Years: 10 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23711

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Relocation Assistance

**CUTOFF:** End of state fiscal year after final payment

**DESCRIPTION:** Documents defining agreed relocation assistance to be paid for property acquired for government use.

**RETENTION:** Years: 11 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23560

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011