

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Inter-Departmental Memorandum

TO: CADD Section Engineer
Keith Boteler

DATE: June 16, 1994

FROM: Roadway Design Engineer
John B. Pickering *J.B.P.*

SUBJECT OR PROJECT NO: CADD Files to Right of
Way Division

INFORMATION COPY TO:

COUNTY:

Right of Way division
Utilities Section (Mr. James Book)
Roadway Design Division (Harris)
Section Engineers
Central Files
Files

When Right of Way Division (including Utilities Section) request CADD files, it must be in letter form and shall include the following information:

1. Project and route number, and termini description.
2. Description of exactly what is wanted, such as plan view, profile, plan-profile sheets, and/or cross-sections with station limits.
3. The node name, login name, password, and the directory where the files are to be sent.

The designer is responsible for sending the requested files through the network, and documenting the file names and date sent on the original letter from Right of Way Division. Also, the designer shall contact the appropriate person in Right of Way Division informing him/her the transfer has been made.

If additional information is needed, or if there are any questions, please advise.

JBP/ep