

# **ROW Records, Reports and Closing Projects**

## **Manual Notices Archive**

## **Manual Notice 2004-2**

*To:* Users of the *Right of Way Manual*

*From:* John P. Campbell, P.E.  
Director, Right of Way Division

*Subject:* New Volume 8, *Right of Way Manual*, Online Manual System

*Manual:* *Right of Way Manual*

*Effective Date:* September 1, 2004

### **Purpose**

To correct time period of records retention to four years

### **Contents**

Chapter 1, Section 1: time period changed

### **Supersedes**

Volume 8, *Right of Way Manual*, Online Manual System, July 5, 2004

### **Contact**

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

## **Manual Notice 2004-1**

*To:* Users of the Right of Way Manual

*From:* John P. Campbell, P.E.  
Director, Right of Way Division

*Subject:* New Volume 8, Right of Way Manual, Online Manual System

*Manual:* Right of Way Manual

*Effective Date:* July 5th, 2004

### **Purpose**

To create a new Volume within the Online Right of Way Manual series for Records, Reports, and Closing Projects to assist users in finding relevant data more easily.

### **Supersedes**

Chapter 4, Volume 6, Right of Way Manual, Online Manual System, September 1, 2002

### **Contents**

Volume 8 now contains all procedures relating to right of way project record keeping, reports, and closeouts.

### **Contact**

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.