**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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REFERRED FOR ACTION

ANSWER FOR MY SIGNATURE

FOR FILE

FOR YOUR INFORMATION

FOR SIGNATURE

RETURN TO ME

PLEASE SEE ME

PLEASE TELEPHONE ME

FOR APPROVAL

PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



(225) 242-\* FAX NO. (225) 242-4692

**MEMORANDUM**

\*(Project Caption)

TO: \*

DISTRICT ENGINEER ADMINISTRATOR

ROBERT REED

ROAD TRANSFER PROGRAM

CHAD WINCHESTER

PROJECT DEVELOPMENT DIVISION CHIEF

JOSHUA HARROUCH

TRAFFIC ENGINEERING DEVELOPMENT ADMINISTRATOR

DAVID S. SMITH

ROAD DESIGN ADMINISTRATOR

CHAD PARKER

HIGHWAY INVENTORY ENGINEER

JASON CHAPMAN

DATA COLLECTION/MANAGEMENT SYSTEMS ADMINISTRATOR

\*

REGIONAL RIGHT OF WAY MANAGER

\*\*ALSO SEND TO ADDITIONAL STAFF WORKING ON TRANSFER\*\*

FROM: \*

PROPERTY MANAGEMENT AGENT

DATE: May 29, 2018

SUBJECT: Notification of Recordation

File No. \*

Attached is a copy of the recorded Transfer between DOTD and the public entity for your records. If further information is required, please contact me at (225) 242-\*.

\*/\*

Attachment

cc: Property Management Officer