

Rule No.: 941 – 8501 - 04010

Agency: Mississippi Department of Transportation

Agency Effective Date: May 15, 2005

Agency Issued Date: March 8, 2005

Secretary of State Authority Date: May 15, 2005 Supercedes Rule:

Division: Planning Division

Rule Title: Procedures for the sale and distribution of maps

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**The person to be contacted regarding the proposed rule is:** Facility and Records Management Director

**Name of person originating the proposed rule:** Robert Burt

**Name of supervisor or person who approved the proposed rule:** Jeff Pierce

**Purpose:**

To define the policy on the sale of maps.

**Summary:**

The Planning Division's primary purpose for producing maps is for use in transportation planning processes. Special maps are produced as planning tools for legislative use, management decisions, and other divisions. Other general State, county and city maps produced by the Division are available to the Department and the Federal Highway Administration employees for use in accomplishing their work assignments. They are offered for sale as a public service. The prices charged are primarily the cost of reproduction and distribution and do not include development costs. These maps are accurate for planning purposes only. Also, general highway maps and traffic count maps at the city, county, and state level may be viewed and downloaded free of charge in Adobe Acrobat (pdf) format via MDOT's internet web site <http://www.goMDOT.com>

**The full text of the proposed rule is:**

**All cites herein refer to the most current version of the cited document.**

The Department will provide State, county and city planning maps to Department employees in carrying out their official duties at no cost. The employees of the U.S. Department of Transportation and the State and Local Public Agency employees funded under U.S. DOT programs are also provided planning maps for carrying out their official duties at no charge.

The Department will participate in a mutual exchange arrangement with Federal agencies that prepare and/or distribute maps and aerial photographs. The Department will also participate in a mutual exchange arrangement with State and Local agencies when there is a written agreement between the Department and the agency which identifies the products exchanged and the time period.

Other maps are offered for sale as a public service. The prices charged are primarily the cost of reproduction and distribution and do not include development costs. These maps are accurate for planning purposes only. Also, general highway maps and traffic count maps at the city, county, and state level may be viewed and downloaded free of charge in Adobe Acrobat (pdf) format via MDOT's internet web site <http://www.goMDOT.com>

ORDERING INSTRUCTIONS

Maps may be examined and purchased at the MDOT Administration Building, 401 N. West Street, Room 1067 from 8:00 AM to 5:00 PM, Monday through Friday except holidays. The Maps are available by mail and may be ordered from the following address:

Map Sales  
Mississippi Department of Transportation  
P O Box 1850  
Jackson, MS 39215-1850

A booklet describing the maps and prices is available and can be obtained from the above sources. This booklet, "A Policy on the Sale of Maps", contains concise information and is periodically updated so that it contains current information. For your convenience, order forms are available. If you desire to send a letter or invoice, it is important that you indicate the quantity, map description and scale desired along with a check or money order for the total amount plus \$4.00 mailing charge.

Note: Make check or money order payable to Mississippi Department of Transportation (not Map Sales).

Map Sales Telephone Number: (601) 359-7045.