

DEPARTMENT OF TRANSPORTATION
ASSISTANT SECRETARY FOR ADMINISTRATION
PRODUCTIVITY MANAGEMENT SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

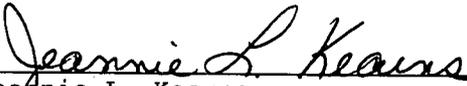
PRODUCTIVITY MANAGEMENT SECTION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

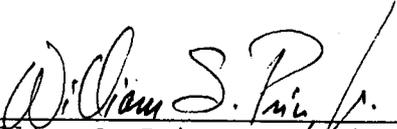
PRODUCTIVITY MANAGEMENT SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

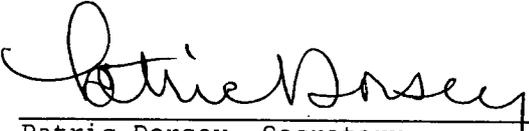

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Ron Oates, Director
Productivity Management Section


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

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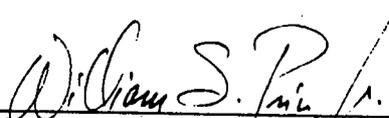
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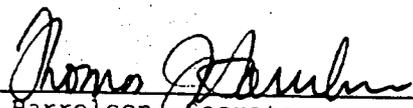

Jeannie L. Kearns
Chief Records Officer
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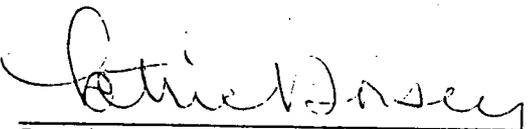
**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**


Ron Oates, Director
Productivity Management Section


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

February 16, 1990

MCC

**DEPARTMENT OF TRANSPORTATION
ASSISTANT SECRETARY FOR ADMINISTRATION
PRODUCTIVITY MANAGEMENT SECTION**

ITEM 22642. PRODUCTIVITY MANAGEMENT SECTION FILE.

Policy directives, organizational information, project reports, special studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 22643. PRODUCTIVITY MANAGEMENT CORRESPONDENCE FILE.

Correspondence and memorandums of the head of the Productivity Management Section. File includes internal management correspondence, responses to requests for information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22648. SPACE STUDIES FILE.

Space utilization studies. File includes plans, specifications, status reports, correspondence, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22671. MAINTENANCE FILE.

Universal maintenance standards, maintenance management working papers, manuals, studies, lessons, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 22680. OFFICE SPACE STUDY FILE.

Building layout plans and drawings, surveys, working papers and related materials concerning existing office space occupied by Department of Transportation and any proposed improvements or expansion.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.