DEPARTMENT OF TRANSPORTATION
ASSISTANT SECRETARY FOR PLANNING AND PROGRAMS
ASSISTANT SECRETARY'S OFFICE

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

ASSISTANT SECRETARY'S OFFICE

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

ASSISTANT SECRETARY'S OFFICE

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 This schedule is to remain in effect until superseded.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

Melinda B. Hemphill, Chief Records Officer
Department of Transportation

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

APPROVED

R. Samuel Hunt, III, Secretary
Department of Transportation

Betty Ray McCain, Secretary
Department of Cultural Resources

July 8, 1994

MCC

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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.

MCC

DEPARTMENT OF TRANSPORTATION
ASSISTANT SECRETARY FOR PLANNING AND PROGRAMS
ASSISTANT SECRETARY'S OFFICE

ITEM 25375. APPLICATIONS FOR EMPLOYMENT FILE.
Completed application forms for employment with resumes and other supporting documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Office of the Secretary, Secretary's Office immediately.

ITEM 25379. CONSULTANTS' CONTRACT FILE.
Agreements to hire outside consultants for work assigned by the Assistant Secretary's Office.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Office of the Secretary, Secretary's Office immediately.

ITEM 25388. PERSONNEL FILE.
Records concerning office personnel. File includes applications, resumes, job descriptions, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Office of the Secretary, Secretary's Office immediately.

ITEM 25390. PURCHASE ORDERS FILE.
Purchase orders used by the Assistant Secretary's Office.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Office of the Secretary, Secretary's Office immediately.

ITEM 25391. RESEARCH FILE.
Articles and correspondence used as research materials.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Office of the Secretary, Secretary's Office immediately.