

**DEPARTMENT OF TRANSPORTATION
COMMUNICATIONS OFFICE**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

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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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "reference value ends." The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

The Department of Transportation and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

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

APPROVAL RECOMMENDED



Shelley Blake
Chief Records Officer



Mike Charbonneau
Deputy Secretary of Communications

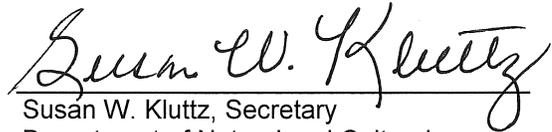


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Nicholas Tennyson, Secretary
Department of Transportation



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

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ITEM 2944. DEPUTY SECRETARY FOR PUBLIC AFFAIRS' GENERAL CORRESPONDENCE FILE

Correspondence of the Deputy Secretary for Communications with other agencies, other units of the Department of Transportation, contractors, the Federal Highway Administration, North Carolina Association of Broadcasters, the press, and the general public. File includes requests for information on highway projects, conference arrangements, mass transit, national parks, public hearings, radio interviews, and dedications.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years. Destroy records held at the State Records Center as of 3/15/16 immediately.

ITEM 23209. NORTH CAROLINA HIGHWAY MAPS FILE

Official North Carolina State Highway maps.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 2943. SECRETARY'S SPEECH FILE

Electronic records concerning speeches of the Secretary of the Department of Transportation. Speeches concern highway projects, dedications, and similar functions, as well as Department of Transportation policy.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center after 3 years for immediate transfer to the custody of the Archives. Records held at the State Records Center as of 3/15/16 will be transferred immediately to the custody of the Archives.

ITEM 19234. SUBJECT FILE

Brochures, articles, newspaper clippings, and correspondence concerning items of interest to Communications.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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The following items are being
discontinued.**

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ITEM 2945. PRESS RELEASES FILE

Press releases of or concerning members of the Board of Transportation, administrative officials of the Department of Transportation, and division engineers. File includes releases used to notify press and public of activities and progress of the Department of Transportation.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Publicity File.

ITEM 19231. EMPLOYEES BIOGRAPHICAL FILE

Records concerning biographical information on Department of Transportation employees. File includes snapshots, resumes, and press releases. (File is used as source material in responding to inquiries from the press and general public and for magazine articles and press releases.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23198. COMPLETED MAP ORDERS FILE

Requests for maps with attached invoices marked "paid".

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23201. COUNTY MAINTENANCE MAPS FILE

Correspondence concerning county map reruns, revised maps, and map printing.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23206. MAP DISTRIBUTION FILE

Ledgers listing number of maps sold and the total price. File includes related correspondence, work orders for reproduction, and pending map orders.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23207. MAP REFERENCE FILE

Correspondence, reports, statistics, and brochures relating to highway maps.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23208. MINUTES FILE

Board of Transportation, Roads Council, and old Commission meeting minutes.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23212. OTHER STATES HIGHWAY MAPS FILE

Official highway maps from other states.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23213. OUTSTANDING ACCOUNTS-GENERAL AND STATE GOVERNMENT FILE

Map orders from various businesses, corporations, and state agencies.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23215. OUTSTANDING INVOICES FILE

Outstanding invoices with attachments.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23219. REMITTANCE SHEETS FILE

Remittance sheets listing checks and receipts submitted daily to the Fiscal Section.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 23224. STATE MAP CHANGES FILE

Price lists, orders, catalogs, and related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 23225. STATE MAP SPECIFICATIONS FILE

Requests for bids for North Carolina State Highway maps. File includes shipping memorandums and related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Bids File.