

**DEPARTMENT OF TRANSPORTATION  
DEPUTY SECRETARY FOR TRANSIT  
BICYCLE AND PEDESTRIAN DIVISION**

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

**BICYCLE AND PEDESTRIAN DIVISION**

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.

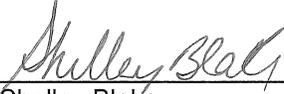
The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*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 require 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.

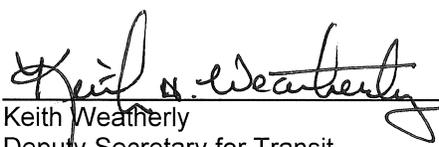
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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.

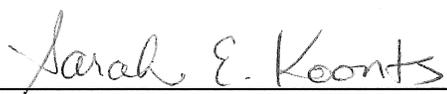
The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

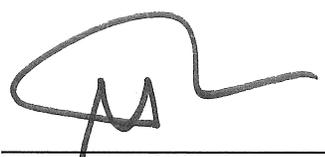
  
\_\_\_\_\_  
Shelley Blake  
Chief Records Officer

  
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Lauren Blackburn, Director  
Bicycle and Pedestrian Division

  
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Keith Weatherly  
Deputy Secretary for Transit

  
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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 16412. PROGRAM RECORDS FILE**

Records concerning projects and programs of the division. File includes correspondence, including e-mail, reports, records regarding federal and/or state programs, plan documents, and construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after approval of final voucher payment.

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The following items will be  
discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION  
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BICYCLE AND PEDESTRIAN DIVISION**

**ITEM 16415. ACCIDENT STATISTICS, BICYCLE ORGANIZATIONS, AND BICYCLE FACILITY PLANNING REFERENCE FILE**

Records concerning bicycle accidents, bicycle clubs, camping, and bikeways planning. File includes copies of grants, minutes of meetings and committees, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16419. AWARDS FILE**

Records concerning bicycle awards. File includes information regarding awards for local governments, local schools, individuals, and organizations.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16438. BICYCLE COMMITTEE MINUTES FILE**

Official copies of minutes of the Bicycle Committee. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16420. CITY-COUNTY FILE**

Records concerning bicycle programs operated by various cities and counties. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16422. CORRESPONDENCE FILE**

Reference copies of outgoing correspondence, memorandums, and letters.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16414. DIRECTOR'S WORKING FILE**

Reference copies of design guidelines, project materials, N.C. Bicycle Committee records, and other related records concerning the program.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16434. FORMS HISTORY FILE**

Forms used in the bicycle program.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16437. INTERNS' SURVEY/PROJECTS FILE**

Records concerning bicycle program projects in which interns were involved. File includes photographs.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Program Records File (Item 16412).

**ITEM 16418. LAW AND LEGAL FILE**

Records concerning Attorney General's opinions, Bicycle Program Authority, and N.C. bikeway regulations. File also includes court records, North Carolina laws and highway ordinances, and other states' laws.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Attorney General Opinions and Rulings File; Reference File).

**ITEM 16417. LEGISLATIVE FILE**

Records concerning ratified and proposed legislation. File includes other states' legislative records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Legislative File).

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**ITEM 16435. MAPS FOR TRANSPORTATION IMPROVEMENT PROJECTS FILE**

Maps indicating counties' bicycle routes.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Program Records File (Item 16412).

**ITEM 16426. OPERATIONAL FILE**

Reference copies of monthly record sheets, map requests, poster advertisements, mailing lists, and purchase orders.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16433. OTHER STATES' BICYCLE MAPS FILE**

Maps of other states' bicycle routes.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16429. PUBLIC RELATIONS FILE**

Articles concerning significant events that gained recognition from the bicycle program.

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

**ITEM 16421. RACE PROJECTS FILE**

Records concerning road races. File includes information regarding N.C. bicycle safety, city projects, and safety education.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16423. RADIO AND TV SPOTS FILE**

Cassette recordings of radio and TV spots.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16432. TRANSPORTATION IMPROVEMENT PROGRAM FILE**

Records concerning special project areas, transportation improvement programs, transcripts, and European materials. File includes schedule of bicycle projects on bikeways.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.