

DEPARTMENT OF TRANSPORTATION
DEPUTY SECRETARY FOR TRANSIT, RAIL, AND DIVISION
FERRY DIVISION

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

FERRY 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 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

FERRY DIVISION

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 This schedule is to remain in effect until superseded.

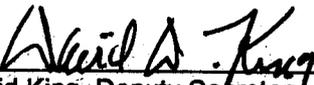
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



Jerry Gaskill, Director
Ferry Division



David King, Deputy Secretary
Department of Transportation

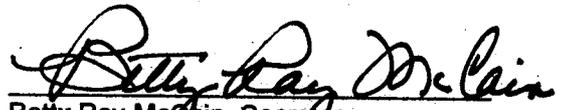


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Norris Tolson, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

July 10, 1998

MS

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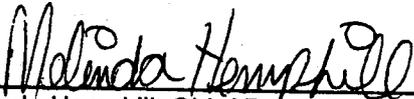
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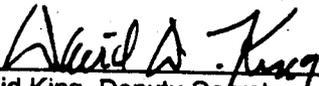
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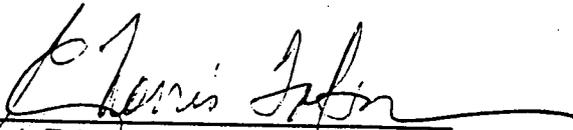


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July 10, 1998

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.

MS

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FERRY DIVISION**

ITEM 26056. ACCIDENT REPORTS FILE.

Reference copies of accident reports involving damage to Department of Transportation's equipment, property, or injury to personnel. File includes report of accident involving equipment, property, or personal injury, repair estimates, correspondence with insurance companies and witnesses, statements of witnesses, and statements of property damage. File also includes correspondence with attorneys regarding injuries to the public; correspondence of the Ferry Operations Manager with the United States Department of Transportation and the United States Coast Guard; Notice of Violation issued by the Coast Guard; and a Treasury Department-United States Coast Guard Report of Vessel Casualty or Accident. (Accident reports describe damage to cars and other machinery, docks and "floating equipment", and injury to personnel. Original records are kept in the Head of Equipment Unit's Office.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 26057. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence written to and/or received from other state agencies, private firms, the general public, and federal government. File also includes history of Ferry Division, reports, commendations, plans, permits, inventories, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center history of Ferry Division and correspondence after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records after 2 years.

ITEM 26059. CORRESPONDENCE FILE.

Correspondence of the director with Department of Transportation unit heads, the Governor, and the Board of Transportation concerning ferry operations, schedules, ferry equipment inspection and maintenance.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 26065. FERRY OPERATIONS FACILITIES FILE.

Ferry director's file concerning various ferry operations, docking facilities, inlets, breakwaters, and the purchase of ships to be used in the construction of the breakwater at Cedar Island. File includes correspondence with the United States Department of Commerce, Maritime Administration, and the U.S. Coast Guard. File also includes correspondence and reports regarding storm damage and emergency ferry service; the disposition of Oregon Inlet ferry properties; a report on the past, present, and recommended future levels of ferry service; and the listing of construction materials used on the Currituck Sound Project, the Oregon Inlet Operation, the Hatteras Inlet Operation, the Atlantic-Ocracoke Operation, and the Bogue Sound Operation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 26066. FERRY PLANS AND SPECIFICATIONS FILE.

Ferry Division engineer's file of building plans and specifications for each ferry operated by the Department of Transportation. (File is used in constructing and repairing ferries and includes plans and specifications for ferry ramps and bound narrative of specifications for repairs prepared by consulting engineers and the North Carolina Department of Transportation, Equipment Unit.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after retirement of ferry or discontinuation of a ferry operation. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 26067. FERRY SCHEDULE MAILING LISTS FILE.

Card file listing names and addresses, motels, restaurants, and other establishments to which ferry schedules are mailed.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 26068. FERRY SUPERINTENDENT'S REPORTS FILE.

Superintendent's correspondence and reports concerning daily and weekly work schedules and handwritten copies of daily work reports from operation supervisors to the superintendent.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 26070. INDIVIDUAL FERRY DIVISION CORRESPONDENCE FILE.

Correspondence and memorandums concerning individual ferry operations such as Cedar Island or Southport. File also includes correspondence with the Coast Guard concerning inspection of ferries, ferry inspection reports, and memorandums to the Fiscal Section for ferry tickets issued.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 26081. TORT CLAIMS FILE.

North Carolina Industrial Commission-Raleigh-Claim for Damages Under Tort Claims Act, G.S. 143-291 et. seq. File includes memorandums from the Highway Division on procedures for handling tort claims, correspondence with attorneys concerning the claims, the North Carolina Industrial Commission docket, and Notice of Hearing.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 26084. YOUTH OPPORTUNITY CAMPAIGN REPORTS FILE.

Federal Highway Administration Youth Opportunity Campaign-Employment Reports listing employment of disadvantaged youths by Ferry Division. File includes correspondence, memorandums, and Federal Highway Administration directives concerning the Youth Opportunity Campaign.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 41341. BOARD OF TRANSPORTATION MINUTES FILE.

Reference copies of the Board of Transportation minutes and agendas.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 41343. U.S. ARMY CORPS OF ENGINEERS REPORTS-OPERATIONS FILE.

Reference copies of monthly reports sent to Army Corps of Engineers. Reports list vessel data, vessel origin/loading data, vessel destination/unloading data, cargo data, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 41344. DREDGE PRINTOUTS FILE.

Computer generated printouts produced from Dredge Reports Database (Electronic) File (Item 41345). Printouts list dates, number of hours, lost time, number of tonnage, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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ITEM 41345. DREDGE REPORTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning dredging projects. Electronic file includes name of projects, dates of projects, number of hours worked, lost time, number of tonnage, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Dredge Reports File (Item 41346) upon receipt. Erase in office electronic file after 4 years. Agency representative will update electronic file in office periodically.

ITEM 41346. DREDGE REPORTS FILE.

Weekly reports concerning dredging projects. Reports list dates of projects, number of hours, lost time, number of tonnage, and other related data. Information entered into Dredge Reports Database (Electronic) File (Item 41345).

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 41350. HOMEPAGE (ELECTRONIC) FILE.

Machine readable records concerning state-operated ferry system presence on the World Wide Web (WWW). Records are hypertext markup language (HTML). Electronic file includes contact information, ferry schedule, and other related records.

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

ITEM 41353. MEMORABILIA DATABASE (ELECTRONIC) FILE.

Machine readable records concerning memorabilia sold within the Ferry Division. Electronic file includes drafts of correspondence, purchase order and invoice numbers, stock items, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Agency representative will update periodically.

ITEM 41354. MEMORABILIA FILE.

Records concerning memorabilia sold within the Ferry Division. File includes reference copies of correspondence, purchase orders, invoices, listing of stock items, and other related records. Information entered into Memorabilia Database (Electronic) File (Item 41353).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.