

DEPARTMENT OF TRANSPORTATION
DIRECTOR OF CIVIL RIGHTS 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

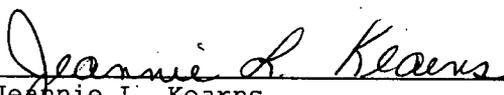
DIRECTOR OF CIVIL RIGHTS OFFICE

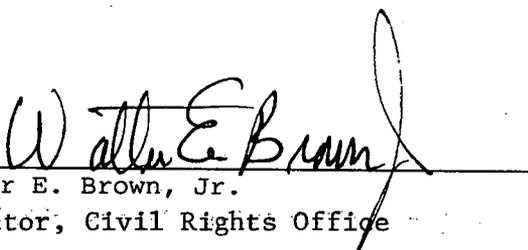
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

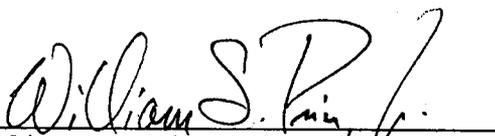
DIRECTOR OF CIVIL RIGHTS OFFICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

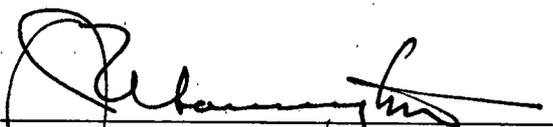
APPROVAL RECOMMENDED

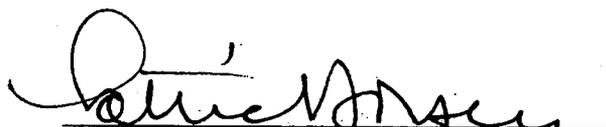

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Walter E. Brown, Jr.
Director, Civil Rights Office


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

APPROVED


James E. Harrington, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

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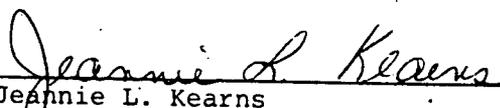
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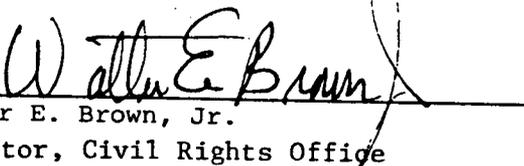
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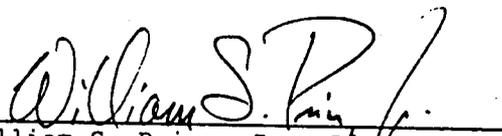
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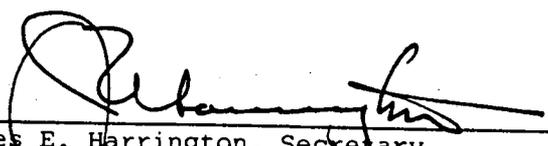
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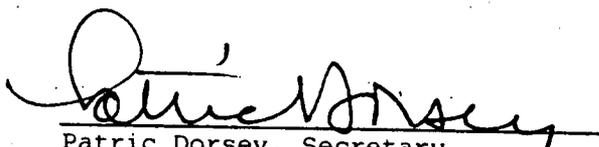

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**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

May 22, 1989

MCC

**DEPARTMENT OF TRANSPORTATION
DIRECTOR OF CIVIL RIGHTS OFFICE**

ITEM 20311. EQUAL EMPLOYMENT OPPORTUNITY REPORTS FILE.

Equal employment opportunity reports concerning the department's civil rights program.

DISPOSITION INSTRUCTIONS: Destroy in office transitory data after 6 months. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 20312. EXTERNAL CIVIL RIGHTS FILE.

Records concerning civil rights investigations conducted outside of the department. File includes information regarding associations, investigations and complaints, policies and procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office transitory data after 6 months. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 20313. INTERNAL CIVIL RIGHTS FILE.

Records concerning civil rights investigations conducted within the department. File includes information regarding associations, investigations and complaints, policies and procedures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office transitory data after 6 months. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 20314. STATE AND FEDERAL AGENCY FILE.

Records concerning state and federal agencies.

DISPOSITION INSTRUCTIONS: Destroy in office transitory data after 6 months. Destroy in office remaining records after 5 years.

ITEM 20315. TITLE VI FILE.

Records concerning the civil rights program under the guidelines of Title VI.

DISPOSITION INSTRUCTIONS: Destroy in office transitory data after 6 months. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

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