

DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'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

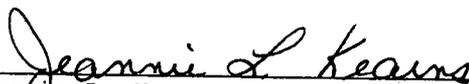
DIVISION ENGINEER'S OFFICE

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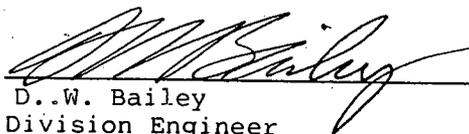
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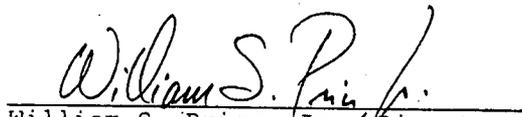
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APPROVAL RECOMMENDED



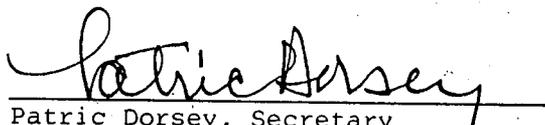
Jeannie L. Kearns
Chief Records Officer
Department of Transportation


D.W. Bailey
Division Engineer


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

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

MCC

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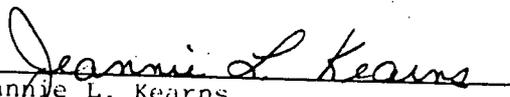
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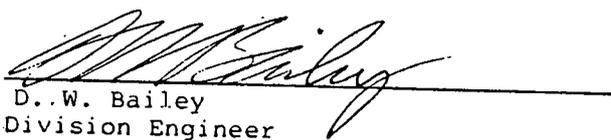
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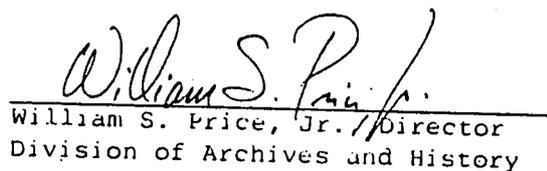
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Jeannie L. Kearns
Chief Records Officer
Department of Transportation

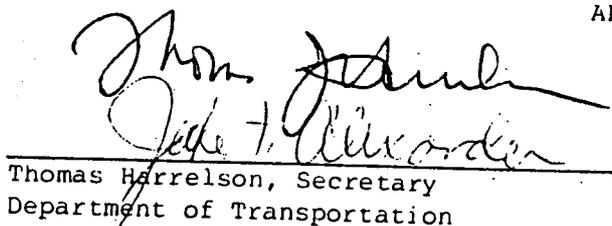


D. W. Bailey
Division Engineer

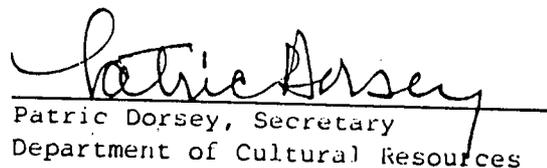


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas Harrelson, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

**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.**

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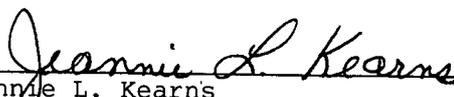
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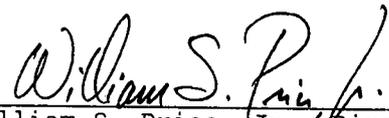
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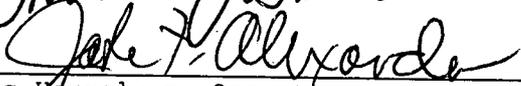
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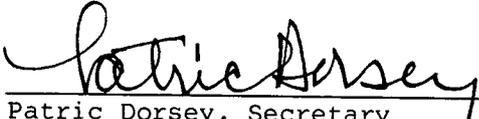

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


D. J. Bowers
Division Engineer


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

APPROVED



Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

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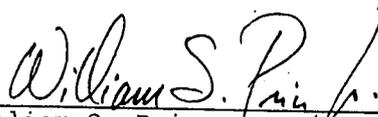
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Jeannie L. Kearns
Chief Records Officer
Department of Transportation

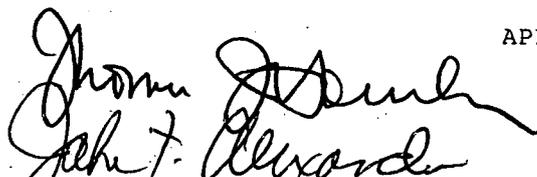


R. E. Edmonds
Division Engineer

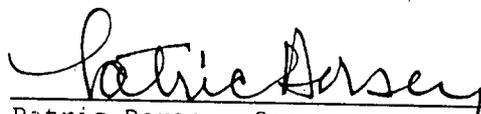


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas Harrelson, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

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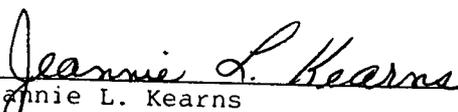
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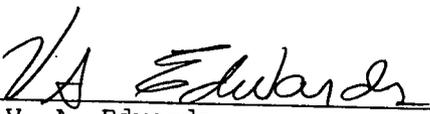
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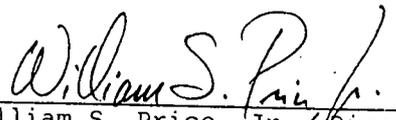
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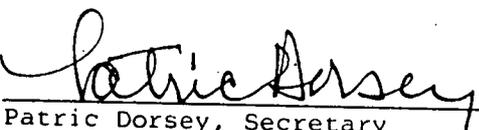

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


V. A. Edwards
Division Engineer


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



Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

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DIVISION, ENGINEER'S OFFICE

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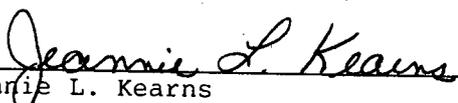
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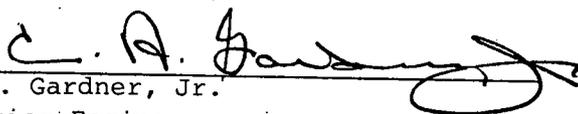
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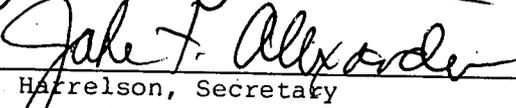
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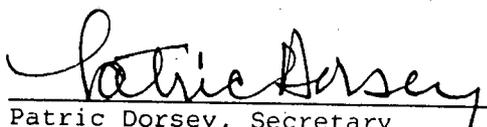

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


C. A. Gardner, Jr.
Division Engineer


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

APPROVED



Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

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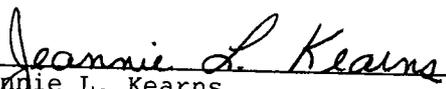
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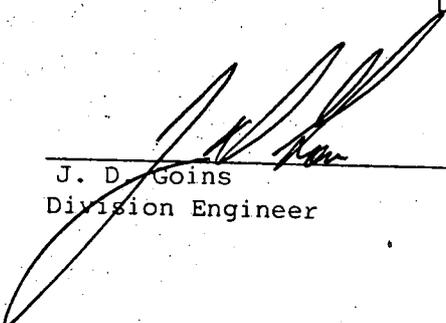
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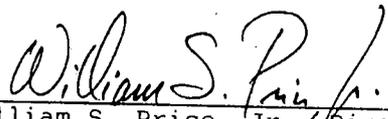
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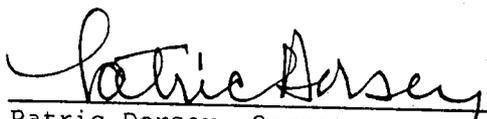

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


J. D. Goins
Division Engineer


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

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Department of Transportation


Patric Dorsey, Secretary
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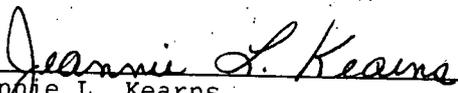
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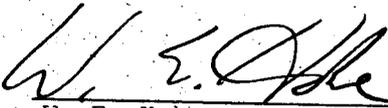
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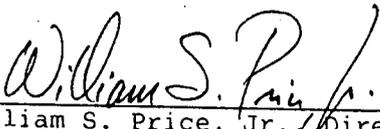
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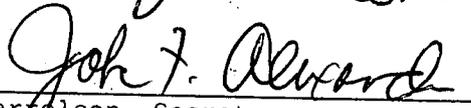
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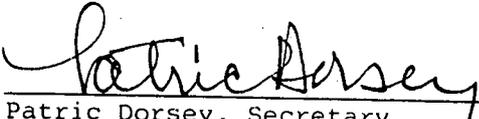

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


W. E. Hoke
Division Engineer


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

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Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

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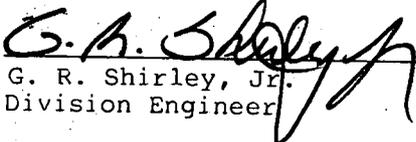
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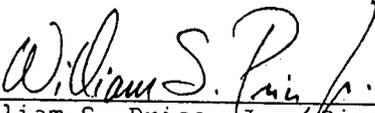
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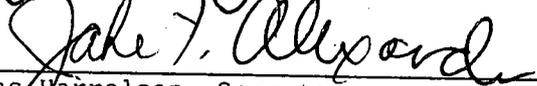
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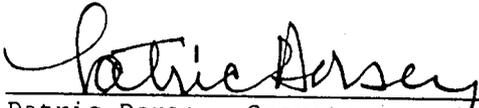

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


G. R. Shirley, Jr.
Division Engineer


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

APPROVED



Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

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Jeannie L. Kearns
Jeannie L. Kearns
Chief Records Officer
Department of Transportation

R. W. Spangler
R. W. Spangler
Division Engineer

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

APPROVED

Thomas Harrelson
Thomas Harrelson, Secretary
Department of Transportation

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

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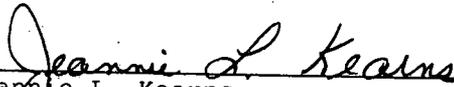
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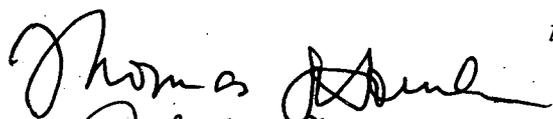
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Jeannie L. Kearns
Chief Records Officer
Department of Transportation


L. E. Stegall
Division Engineer


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

APPROVED



Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

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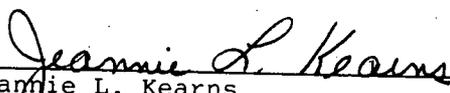
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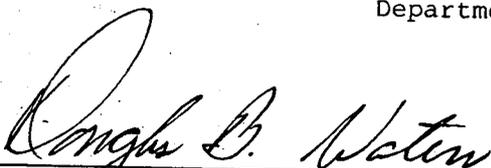
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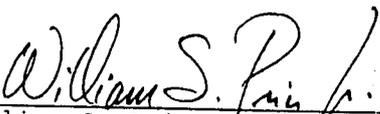
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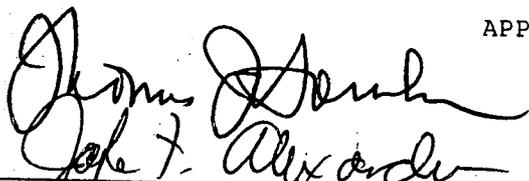
APPROVAL RECOMMENDED


Jeannie L. Kearns
Chief Records Officer
Department of Transportation


D. B. Waters
Division Engineer


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

APPROVED


Thomas Havelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

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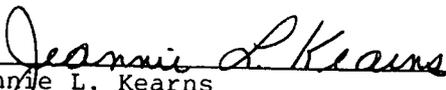
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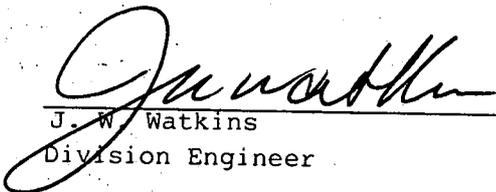
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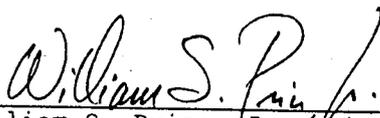
DIVISION ENGINEER'S OFFICE

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.

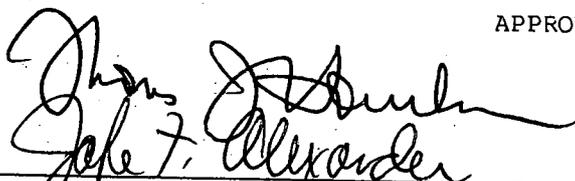
APPROVAL RECOMMENDED


Jeannie L. Kearns
Chief Records Officer
Department of Transportation


J. W. Watkins
Division Engineer


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

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

MCC

DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'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

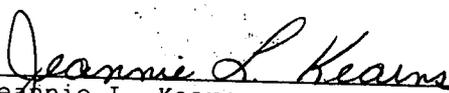
DIVISION ENGINEER'S OFFICE

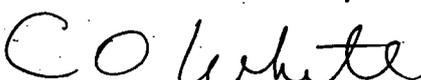
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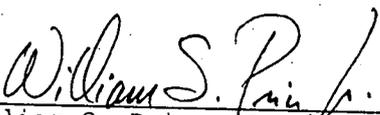
DIVISION ENGINEER'S OFFICE

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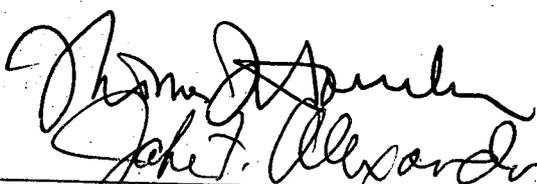
APPROVAL RECOMMENDED

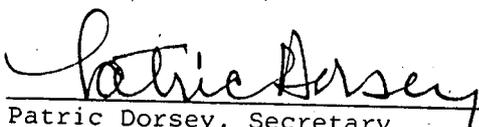

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


C. O. White
Division Engineer


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

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

MCC

DEPARTMENT OF TRANSPORTATION
DIVISION, ENGINEER'S OFFICE

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DIVISION ENGINEER'S OFFICE

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DIVISION ENGINEER'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

Jeanie L. Kearns
Jeanie L. Kearns
Chief Records Officer
Department of Transportation

F. E. Whitesell
F. E. Whitesell
Division Engineer
Division 8

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

APPROVED

Thomas Harrelson
Thomas Harrelson, Secretary
Department of Transportation

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

March 30, 1990

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

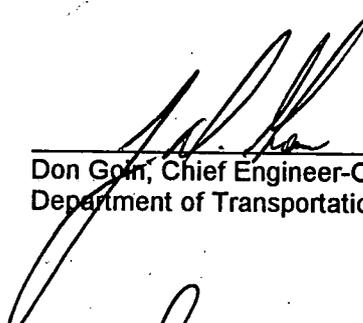
DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEER'S OFFICE
OFFICE OF DIVISION ENGINEER

Amend the records retention and disposition schedule approved March 30, 1990 by adding Item 37561 as shown on substitute page dated November 23, 1994.

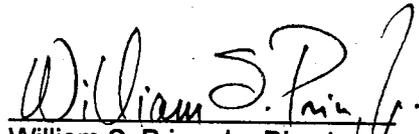
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation

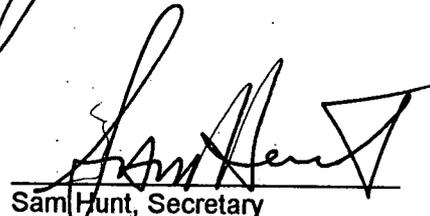


Don Goin, Chief Engineer-Operations
Department of Transportation

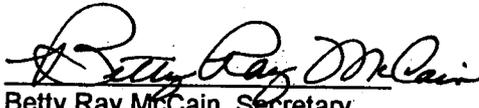


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Sam Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

November 23, 1994

MS

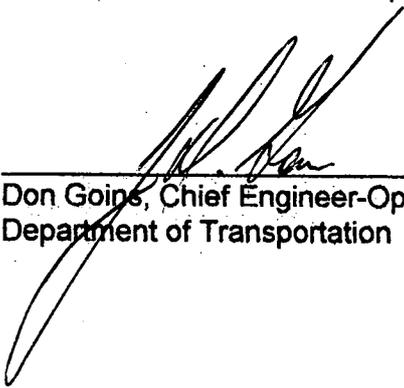
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

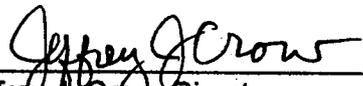
DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
OFFICE OF DIVISION ENGINEER

Amend the records retention and disposition schedule approved March 30, 1990 by adding new Items 38660, 38661, 38662, 38663, and 38664 as shown on substitute pages dated March 29, 1996.

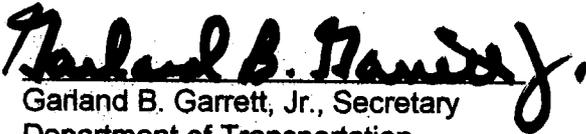
APPROVAL RECOMMENDED

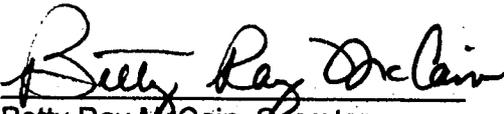

Melinda Hemphill, Chief Records Officer
Department of Transportation


Don Goins, Chief Engineer-Operations
Department of Transportation


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Garland B. Garrett, Jr., Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

March 29, 1996

MS

**DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
OFFICE OF DIVISION ENGINEER**

ITEM 25690. DIVISION ENGINEER'S CORRESPONDENCE FILE.

Correspondence of the division engineer with the state highway administrator, assistant state highway administrator, controller, chief engineer, and other key unit heads.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 25691. BOARD OF TRANSPORTATION MINUTES FILE.

Copies of the monthly Board of Transportation meetings minutes including agendas and other supporting documents.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 25697. DAMAGES TO STATE-OWNED PROPERTY FILE.

Reports detailing accidents and accident-related damages to state property.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after claim has been settled.

ITEM 25704. PERMITS FILE.

Permits issued to individuals, agencies, or companies within a division to construct driveways with access to a state-maintained road. File includes oversize and overweight vehicle permits.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after permit has expired or administrative value ends, whichever occurs later.

ITEM 25705. ORDINANCES FILE.

Various ordinances for each division. File includes ordinances concerning county and municipal speed zones, stop and yield signs, no parking, and traffic signals.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 25706. DEPARTMENT OF TRANSPORTATION-OWNED PROPERTY FILE.

Records listing and/or describing property which the Department of Transportation owns. File includes leases and deeds.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
OFFICE OF DIVISION ENGINEER**

ITEM 25707. DIVISION ENGINEER'S ACTIVE PROJECT (STATE AND FEDERAL) FILE.

All project-related correspondence and reports filed in accordance with the Construction Manual, Volume 1, "Uniform Filing System." Documents support the contract, payment to the contractor, construction materials, inspections, and all related construction activities. File includes the contract, progress schedules, pre-construction conference reports, final inspection report, acceptance of project letter, extra work orders, request and approval of subcontractors, field plan inspection reports, and estimates of quantities. File also includes correspondence with the contractor and subcontractor and the Right-of-Way Division with such supporting documents as: agreements, agreements for borrow material and waste pits, municipal agreements, utility agreements, and encroachment data. Payment estimate documents are also included of all monthly and final estimates, with construction reports such as monthly construction reports, area construction engineer's report-roadway, area construction engineer's report-structures, and other related reports. Test reports include scale checks and certifications of ready-mixed concrete plants, material received reports, material sampling and testing reports, and job mix formulas-bituminous concrete. Inspectors' reports included are daily bituminous roadway inspector's reports, daily bituminous plant inspector's reports, and daily proof rolling reports.

DISPOSITION INSTRUCTIONS: Combine Resident Engineer's Project Files when received with Division Engineer's Project File. Destroy in office all duplications of records such as rough drafts of estimates, area engineer's reports, construction reports, resident engineer's reports, extra copies of proposals and contracts, all materials and tests reports, and any correspondence which does not document project activity in accordance with the Construction Manual, Volume 1, Page R-159. Transfer remaining records to Highway Records Section in Raleigh.

ITEM 25708. PRE-1971 DIVISION OFFICES PROJECT (STATE AND FEDERAL) FILE.

Project reference file includes certain project documents which may be retained for administrative reference: progress schedule, field inspection reports, preconstruction conference minutes, work orders, change orders and supplemental agreements, estimates of quantities, all project-related correspondence, copies of right-of-way documents (agreements, releases, correspondence), working papers and payment estimates, all construction and materials tests reports, copies of materials received reports, preliminary and working plans, notes and computations, federal program authorizations and program data, agreement estimates, contractors' payrolls and insurance data, copies of Equal Employment Opportunity Commission reports and correspondence, and any other project records specified by the Federal Highway Administration's Policies and Procedures Manual.

DISPOSITION INSTRUCTIONS: Retain state projects in division office until notified by the Highway Records Section of settlement of claim for projects in which contractors' claims are pending. Retain in office 10 years after payment of final estimate to the contractor. Destroy in office federal-aid projects 3 years after payment of the final voucher by Federal Highway Administration. Destroy in office skeleton files of state and federal projects when reference value ends.

ITEM 25709. PROJECT WORK BOOKS (STATE AND FEDERAL) FILE.

Project work books containing general project information such as concrete sample numbers, record of unrequisioned material received, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office state projects 1 year after contractor receives final estimate payment. Destroy in office federal-aid projects 3 years after payment of final voucher by Federal Highway Administration.

**DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
OFFICE OF DIVISION ENGINEER**

ITEM 25710. DIVISION ENGINEER'S PROJECT REFERENCE (STATE AND FEDERAL) FILE.

Copies of project-related records retained in the division office after completion of a construction project. File includes copies of the contract, as-built plans, estimates, encroachment contracts, and all related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after closing of the work order.

ITEM 25711. LOAD TICKETS (FEDERAL-AID PROJECTS) FILE.

Resident engineer's yellow copies of load tickets submitted as a supporting document for the final estimate.

DISPOSITION INSTRUCTIONS: Transfer to the Final Estimate Section (Construction Unit) with the Final Estimate Assembly.

ITEM 25715. ROAD FILE.

Memorandums, correspondence, reports, and policies concerning road building or road maintenance activities.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 25716. SIGNING AND SIGNALIZATION FILE.

Memorandums and correspondence from the Traffic Engineering Branch and other units concerning signs and signalization in each division.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 38660. COLLECTIONS AND REPORTS FILE.

Records concerning daily collections and permits issued. File includes deposit slips and weekly close-out reports. Amended 3-29-96

DISPOSITION INSTRUCTIONS: Transfer copy of deposit slip and weekly close-out report to Department of Transportation, Fiscal Section after close-out. Transfer copy of weekly close-out report to Division of Highways, Permits Unit after close-out. Destroy in office remaining records after 5 years and when released from all audits, whichever occurs later.

ITEM 38661. DAILY PERMITS (ELECTRONIC) DATABASE FILE.

Machine readable records concerning single trip permits issued for oversize and/or overweight loads. Electronic file includes names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of loads, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).) Amended 3-29-96

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update in office routinely.

ITEM 38662. DAILY PERMITS PRINTOUTS FILE.

Computer generated printouts produced from Daily Permits (Electronic) Database File (Item 38661). Printouts list names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of each load, and other related data. Amended 3-29-96

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
OFFICE OF DIVISION ENGINEER**

ITEM 38663. HOUSE MOVE PRE-ISSUES (\$20.00 FEE) AND NO FEE PERMITS PRINTOUTS FILE.

Computer generated printouts produced from Daily Permits (Electronic) Database File (Item 38661). Printouts list names of persons and/or companies, pre-issues and permit numbers, routes of travel, and other related data. File also includes original applications. Amended 3-29-96

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 38664. WEEKLY CLOSE-OUT REPORTS (ELECTRONIC) DATABASE FILE.

Machine readable records concerning permits issued and money collected. Electronic file includes amount of money collected, types of payments, taxpayer names, permit numbers, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).) Amended 3-29-96

DISPOSITION INSTRUCTIONS: Transfer printout copy to Collections and Reports File (Item 38660) upon receipt. Retain in office electronic file permanently. Agency representative will update in office routinely.

**DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
RESIDENT ENGINEER'S OFFICE**

ITEM 25745. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence of the Resident Engineer. File includes correspondence with the division engineers, district engineers, other resident engineers, and central office staff (unless otherwise provided for in these procedures).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 25750. RESIDENT ENGINEER'S ACTIVE PROJECT (FEDERAL AND STATE) FILE.

Project-related correspondence and reports as directed in accordance with the Construction Manual, Volume 1. Records support the contract, payment to the contractor, construction materials, tests, inspections, and other related construction activities. File includes contracts, progress schedules, preconstruction conference minutes, final inspection reports, acceptance of project letters, and contract-related materials such as supplemental agreements, request and approval of subcontractors, field plan inspection reports, estimates of quantities, correspondence with the Division Office-Raleigh and contractor-subcontractor, right-of-way agreements, utility agreements, agreements for borrow pits, municipal agreements, and other related encroachments and utility data. File also includes monthly and final estimates, monthly construction reports, area construction and/or area structure engineer's reports, scale checks and certifications of ready-mixed concrete plants, material received reports, material sampling and testing reports, job mix formulas-bituminous concrete reports, daily bituminous roadway inspector's reports, and other related correspondence and reports.

DISPOSITION INSTRUCTIONS: Transfer to Division Engineer's Office 90 days after contractor receives final estimate payment of all claims that have been settled.

ITEM 25751. PRE-1971 PROJECT (STATE AND FEDERAL) FILE.

Correspondence created in the course of construction or improvement of roadways or structures, including any or all of the following documents: contracts, proposals, progress schedules, field inspection reports, preconstruction conference minutes, work orders, supplemental agreements, project-related correspondence, copies of right-of-way materials, payment estimates, materials and tests reports, copies of load tickets, project work books, agreement estimates, federal program authorizations, contractors' payrolls, contractors' liability insurance data, and Equal Employment Opportunity information.

DISPOSITION INSTRUCTIONS: Destroy in office all state project files immediately except those which have a claim filed against them. Destroy in office files against which claims are pending when notified by the Highway Records Section of settlement of the claim. Destroy in office all federal projects files 3 years after payment of the final voucher by Federal Highway Administration (FHWA). Retain in office remaining files until notified by the Highway Records Section that 3 years have elapsed since payment of the final voucher by FHWA. No federal project records are to be destroyed without written notice from the Highway Records Section.

ITEM 25752. LOAD TICKETS (STATE AND FEDERAL) FILE.

Resident engineer's load tickets used to verify and support contractor's final estimate.

DISPOSITION INSTRUCTIONS: Destroy in office state projects 90 days after the contractor receives final estimate payment if all claims have been settled. Retain in office federal projects 90 days after contractor receives final estimate payment and then transfer with project files to Division Engineer's Office.

**DEPARTMENT OF TRANSPORTATION
DIVISION ENGINEER'S OFFICE
RESIDENT ENGINEER'S OFFICE**

ITEM 25753. PROJECT WORK BOOKS (STATE AND FEDERAL) FILE.

Project work books containing general project information such as concrete sample numbers, record of unrequisioned material received, and related materials. (Project work books are not to be confused with project pay record books, which contain pay record information, project field books, or engineering control data.)

DISPOSITION INSTRUCTIONS: Transfer state and federal projects to the Division Engineer's Office 90 days after the contractor receives final estimate payment.