

DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATOR

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

STATE HIGHWAY ADMINISTRATOR

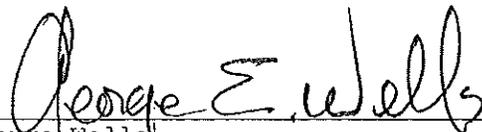
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

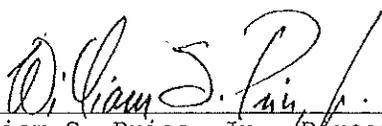
STATE HIGHWAY ADMINISTRATOR

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.

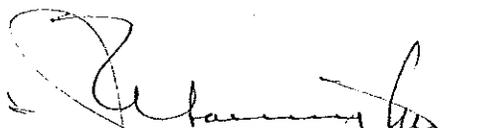
APPROVAL RECOMMENDED


Jeannie L. Kearns
Chief Records Officer
Department of Transportation


George Wells
State Highway Administrator


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

July 15, 1988

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.

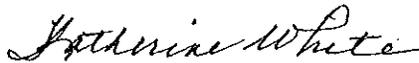
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ASSET MANAGEMENT
STATE ROAD MAINTENANCE UNIT**

Amend the program records retention and disposition schedule approved October 12, 1998, by changing the descriptions and disposition instructions for the following items 21783 and 23405 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

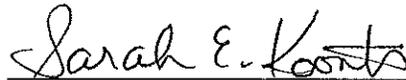
APPROVAL RECOMMENDED



Katherine White, Chief Records Officer
Department of Transportation



Terry Gibson
State Highway Administrator

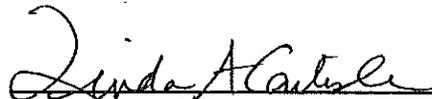


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Gene A. Conti, Secretary
Department of Transportation



Linda A. Carlisle, Secretary
Department of Cultural Resources

June 11, 2012

AWH

**DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATOR**

**ITEM 3074. FEDERAL HIGHWAY ADMINISTRATION POLICY AND PROCEDURE
CORRESPONDENCE AND REFERENCE FILE.**

Highway administrator's correspondence with the Federal Highway Administration and related interagency correspondence and reports acknowledging compliance with Federal Highway Administration program standards and procedures. File includes instructional, circular, and policy and procedure memorandums issued by the Federal Highway Administration used for reference in compliance with technical standards, management practices, and reporting procedures required of the Department of Transportation. File concerns recordskeeping requirements, revised design standards for increased safety, current billing program, relocation assistance, public hearings, organization, inspections in depth, civil rights compliance, Equal Employment Opportunity, Federal Aviation Administration, and other programs administered or monitored by the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3075. STATE HIGHWAY ADMINISTRATOR'S DIVISION FILE.

Interagency correspondence and reports and highway administrator's correspondence with division engineers, commissioners, local planning committees, and citizens concerning highway planning, current project activities, status and maintenance of primary and secondary road systems, cooperative planning activities with county commissioners, distribution of construction and maintenance funds, reimbursable funds, leasing of state-owned property, purchase of right-of-way property, granting of utility easements, Federal Highway Administration approval of right-of-way plans, traffic surveys and investigations, and recommended traffic proposals. File includes correspondence concerning city participation in project costs, official public hearing transcripts and local petitions supporting construction, and copies of Department of Transportation's correspondence with local government, the news media, and the public concerning future highway plans and pending projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 3076. HIGHWAY ADMINISTRATOR'S INTERSTATE PLANNING FILE.

Highway administrator's and Secretary of Transportation's correspondence with interested citizens and local government units concerning relocation or readjustment of the Interstate Highway System plans. File includes interagency correspondence and reports concerning the program with approved copies of interchange proposals submitted to the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 3077. AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
FILE.**

Correspondence and reports of committees of the American Association of State Highway and Transportation Officials organized for developing improved highway standards in cooperation with the Federal Highway Administration and proposing federal legislation based on adopted uniform highway procedures. File includes records documenting North Carolina's reaction to proposed legislation and published reports of the American Association showing the general consensus of all states and records concerning the Southeastern Association of State Highway and Transportation Officials.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATOR**

ITEM 3078. HIGHWAY ADMINISTRATOR'S GENERAL CORRESPONDENCE FILE.

Subject file containing intraagency correspondence, directives, manuals, and guidelines; committee, conference, and association materials; research studies concerning engineering methods and procedures; reports concerning the planning, funding, and status of construction projects and proposed highway programs; departmental budget summaries; and office administration records concerning personnel management, motor vehicles operations, and other related topics.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 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 3086. CONTRACTOR'S VERIFIED CLAIMS FILE.

Contractor's claim letters submitted by contractors as required under Article 9.8 of STANDARD SPECIFICATIONS which requires that a contractor file a verified claim within 60 days after completion of a project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after payment of Final Voucher (Federal-Aid projects) or Final Estimate (State projects), if no litigation is pending. If official action or litigation has been initiated, transfer to the State Records Center after claim has been settled. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3087. UNIT HEADS CORRESPONDENCE FILE.

Correspondence and memorandums of the state highway administrator and unit heads in the Department of Transportation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ASSET MANAGEMENT
STATE ROAD MAINTENANCE UNIT**

ITEM 21783. MAINTENANCE MAP WORKBOOKS FILE.

County maintenance maps dated from 1945 to 1959, each with attached annual summary of work performed entitled "Project Record of Road Construction." Maps detail additions to the state maintained system and show date, federal number, location, description, type symbol, width, length, and project number of each road built or replaced. Amended 06-11-2012

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer original maps immediately to the State Records Center to be scanned (pdf format). (Agency personnel shall contact the State Records Center, to arrange for transfer of maps for scanning.) After completion of scanning and all quality control procedures, the original paper maps will be transferred to the custody of the Archives. A copy of the digital images will be sent to the agency and the agency will pay for the digital copy. Retain digital copy in agency permanently. The digital preservation copy of the images and metadata will be transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of the digital preservation copy of the images.

ITEM 23405. ORIGINAL STATE MAINTAINED ROAD SYSTEM MAPS FILE.

Original maps of the state maintained road system showing roads on the system. File includes maps from 1930 - 1969 (3 digit and 4 digit) and 1944 official maps. Amended 06-11-2012

DISPOSITION INSTRUCTIONS: Records no longer being created. Transfer original maps immediately to the State Records Center to be scanned (pdf format). (Agency personnel shall contact the State Records Center, to arrange for transfer of maps for scanning.) After completion of scanning and all quality control procedures, the original paper maps will be returned to agency to be destroyed. A copy of the digital images will be sent to the agency and the agency will pay for the digital copy. Retain digital copy in agency permanently. The digital preservation copy of the images and metadata will be transferred to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of the digital preservation copy of the images.