

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
BRIDGE MAINTENANCE UNIT

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

BRIDGE MAINTENANCE UNIT

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

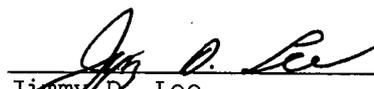
BRIDGE MAINTENANCE UNIT

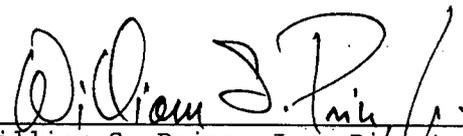
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

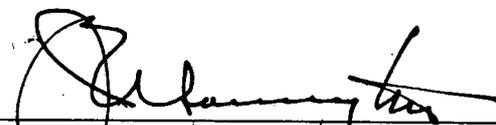


Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Jimmy D. Lee
State Bridge Maintenance Engineer


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

April 17, 1989

MCC

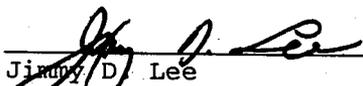
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

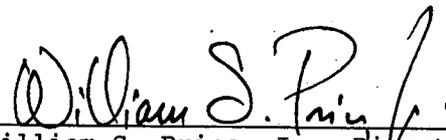
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
BRIDGE MAINTENANCE UNIT

Amend the records retention and disposition schedule approved April 17, 1989 by changing the title and description for Item 25056 as shown on substitute page dated May 29, 1992.

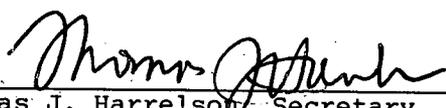
APPROVAL RECOMMENDED

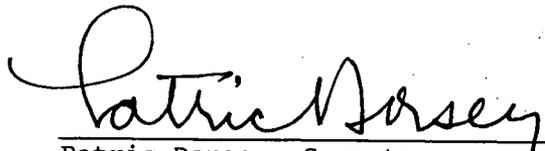

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Jimmy D. Lee
State Bridge Maintenance Engineer


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

APPROVED


Thomas J. Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

May 29, 1992

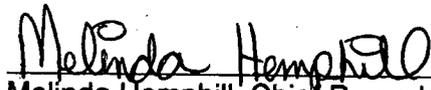
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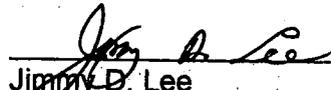
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

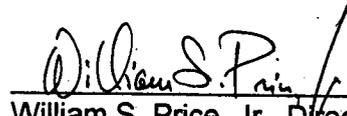
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
BRIDGE MAINTENANCE UNIT

Amend the records retention and disposition schedule approved April 17, 1989, by changing the description of Item 3650; by changing the disposition instructions of Items 25074, 25076, 25081, and 25084; by changing the series title, description, and disposition instructions of Items 25080 and 25082; and by adding Items 37862 and 37863 as shown on substitute pages dated June 28, 1995.

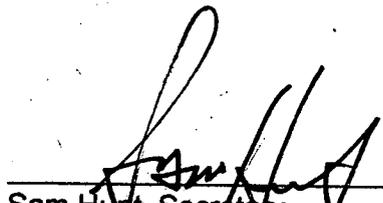
APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


Jimmy D. Lee
State Bridge Maintenance Engineer


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

June 28, 1995

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DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
BRIDGE MAINTENANCE UNIT

Records Retention and Disposition Schedule

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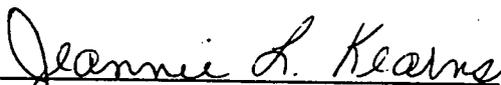
BRIDGE MAINTENANCE UNIT

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

BRIDGE MAINTENANCE UNIT

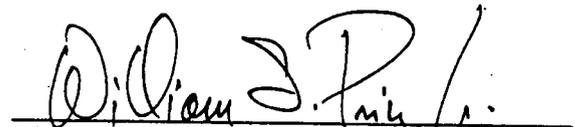
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

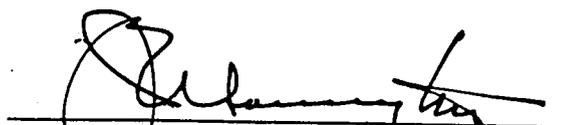


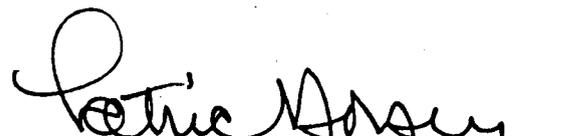
Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Jimmy D. Lee
State Bridge Maintenance Engineer


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

April 17, 1989

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 data shown below

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**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
BRIDGE MAINTENANCE UNIT**

ITEM 3112. BRIDGE DAMAGE CLAIMS FILE.

Correspondence and reports concerning damages to state property under the control of the Bridge Maintenance Unit.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after claim is paid.

ITEM 3650. BRIDGE FILE.

Records concerning all bridges that are included within the National Bridge Inspection Standards (NBIS). File includes correspondence, inspection reports, work orders, newspaper clippings, plans, and other related records. Information entered into Bridge Maintenance Structure Inventory Master (Electronic) File (Item 37862). Amended 6-28-95

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 25051. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence and reports of the head of Bridge Maintenance Unit with or to the Board of Transportation, the highway administrator, assistant highway administrator, chief engineer, and other unit heads.

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 25053. STATE AND FEDERAL AGENCIES CORRESPONDENCE FILE.

Correspondence, reports, and publications from state and federal agencies involved with construction and maintenance of bridges.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 25054. OTHER STATES' HIGHWAY DEPARTMENTS' POLICIES, PROCEDURES, AND REPORTS FILE.

Reports and other records issued by other highway departments concerning their policies and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office policies and procedures manuals when superseded or obsolete. Destroy in office reports and other materials after 5 years.

ITEM 25055. CORRESPONDENCE WITH DIVISION ENGINEERS FILE.

Bridge Maintenance Unit correspondence with division engineers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25056. CORRESPONDENCE WITH SUPERINTENDENTS AND SUPERVISORS FILE.

Bridge Maintenance Unit memorandums from the head of Bridge Maintenance Unit to superintendents and supervisors. Amended 5-29-92

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25063. TORT CLAIMS FILE.

Correspondence, reports, and other records concerning claims for damages under the authority of the Tort Claims Act, G.S. 143-291, et. seg.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ITEM 25064. BRIDGE MAINTENANCE SPECIAL STRUCTURES FILE.

Correspondence, reports, plans, and other records concerning the special structures constructed and maintained by the Bridge Maintenance Unit.

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 25065. BRIDGE INSPECTION FILE.

Bridge Maintenance Unit engineer's correspondence with inspection companies contracted to inspect and test bridge materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25066. SALVAGE MATERIAL CONTRACT PROJECTS FILE.

Standard bid forms and related records prepared by the Structure Design Unit to announce the letting of contracts to remove bridges.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 25080. EXISTING BRIDGE STRUCTURE DATA CARDS FILE.

Cards listing data on all bridges included within the National Bridge Inspection Standards (NBIS). Cards list names of counties, divisions, districts, structure numbers, length of bridges, types of systems, and other related data. Amended 6-28-95

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 25082. VOID EXISTING BRIDGE STRUCTURE DATA CARDS FILE.

Cards maintained for all bridges that are included within the National Bridge Inspection Standards (NBIS) which have been replaced or were built on roads which since have been abandoned. Cards list names of counties, divisions, districts, structure numbers, length of bridges, types of systems, and other related data. Amended 6-28-95

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 25083. TREATMENT INSPECTION REPORTS FILE.

Inspections made on timber and steel by independent inspection companies.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 25085. SPECIAL BRIDGE PLANS FILE.

Original drawings of bridges needing renovation or maintenance.

DISPOSITION INSTRUCTIONS: Destroy in office when plans have been microfilmed by the Structure Design Unit and administrative value ends.

ITEM 25086. ELECTRICAL DATA (MOVABLE AND LIGHTED BRIDGES) FILE.

Electrical wiring diagrams, electrical system plans, equipment lists, and other records concerning movable and lighted bridges.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after bridge is taken out of service. 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 25087. BRIDGE MAINTENANCE EQUIPMENT AND VENDOR REFERENCE FILE.

Correspondence and other data concerning the electrical maintenance of bridges and the ordering of electrical equipment from suppliers.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after bridge or building is taken out of service.

ITEM 37862. BRIDGE MAINTENANCE STRUCTURE INVENTORY MASTER (ELECTRONIC) FILE.

Machine readable records concerning all bridges that are included within the National Bridge Inspection Standards (NBIS). Electronic file includes names of counties, divisions, districts, structure numbers, length of bridges, types of systems, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).) Amended 6-28-95

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 37863. EXISTING BRIDGE STRUCTURE (PRINTOUT) DATA FILE.

Computer generated printouts produced from Bridge Maintenance Structure Inventory Master (Electronic) File (Item 37862). Printouts list names of counties, divisions, districts, structure numbers, length of bridges, types of systems, and other related data. Amended 6-28-95

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.