

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER – OPERATIONS**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

**CHIEF ENGINEER – OPERATIONS**

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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "reference value ends." The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

The Department of Transportation and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
Carr McLamb  
Chief Records Officer

  
Michael L. Holder, Chief Engineer  
Division of Highways

  
Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

  
Nicholas Tennyson, Secretary  
Department of Transportation

  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural  
Resources

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER – OPERATIONS**

**ITEM 7239. AIRPORT CONSTRUCTION PERMITS FILE**

Chief engineer's correspondence with city officials or corporations concerning the approval of construction of municipal or privately-owned airports. File includes maps and inspection reports prepared by the division engineer as requested by the chief engineer in compliance with G.S. § 136-18, paragraph 14, authorizing the Board of Transportation "to provide roads for the connection of airports" and "erect signals along the same for the guidance and protection of aircraft."

DISPOSITION INSTRUCTIONS: Destroy in office after closing of all work orders involving airport construction projects.

**ITEM 7240. AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS FILE**

Correspondence and reports of committees of the American Association of State Highway and Transportation Officials (AASHTO) of which the Chief Engineer is or was an active member. File includes records detailing the work of the Chief Engineer and other North Carolina highway officials, published reports compiled from AASHTO questionnaires showing the synopsis of opinions from various states on highway topics, and documents concerning the Southeastern Association of State Highway and Transportation Officials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 48633. BOARD OF TRANSPORTATION ROAD AND BRIDGE NAMING FILE**

Records concerning applications for the honorary naming of roads and bridges. File includes applications and correspondence with citizens, counties, and towns. File also includes copies of Board-approved resolutions.

DISPOSITION INSTRUCTIONS: Retain in office permanently records of approved designations. Destroy remaining records in office after 3 years.

**ITEM 4119. CHIEF ENGINEER'S CORRESPONDENCE FILE**

Chief Engineer's correspondence with divisions, copies of intra-agency memoranda, correspondence, and reports concerning project-related activities.

DISPOSITION INSTRUCTIONS: Retain Chief Engineer's correspondence in office permanently. Destroy remaining records in office after 3 years.

**ITEM 3655. CONTRACT AGREEMENTS FILE**

Copies of agreements with other state agencies with supporting documents such as plats, working papers, and related correspondence and materials. File includes correspondence and materials concerning reimbursable work performed for other state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after contract is terminated.

**ITEM 12351. CONTRACTORS' IRREGULAR PROPOSALS FILE**

Records concerning actions taken by the Chief Engineer to notify contractors that they have filed irregular bids according to standard specifications. File includes Chief Engineer's correspondence with contractors.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 12357. DEBARRED CONTRACTORS FILE**

Correspondence concerning debarred contractors. File includes or concerns reinstatement records and settlement agreements.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER – OPERATIONS**

**ITEM 13107. INTRA-AGENCY POLICIES AND PROCEDURES REFERENCE FILE**

Intra-agency policies, procedures memoranda, and directives issued by DOT management, sections heads, and unit heads for advising all highway officials on policies in line with their primary responsibilities. (Information is used for reference to policies and procedures which affect the operations of the Chief Engineer.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 13117. MEMORANDA TO KEY HIGHWAY ADMINISTRATORS FILE**

Chief Engineer's memoranda to the Secretary, Deputy Secretary, and other DOT management concerning transportation policies and procedures, construction standards, and reports as requested on the status of projects or project activities.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 41990. TORT CLAIMS FILE**

Records concerning claims filed against the state. File includes memoranda from the Highway Division on procedures for handling tort claims, correspondence written to and received from attorneys concerning the claims, transcripts, the North Carolina Industrial Commission docket, Notice of Hearings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

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items will be discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER – OPERATIONS**

**ITEM 8539. ATTORNEY GENERAL'S OPINIONS FILE**

Attorney General's opinions used by the Chief Engineer to direct and advise unit heads on appropriate action to be taken concerning companies violating contracts. File includes Attorney General's opinions concerning non-compliance with any agreement between the Department of Transportation and parties involved in highway construction projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Attorney General Opinions and Rulings File).

**ITEM 9676. BOARD OF TRANSPORTATION MINUTES AND AGENDAS FILE**

Copies of Board of Transportation minutes detailing the actions of the Board such as approving projects to be awarded in the highway letting; announcing construction funds to be allocated for financing highway projects and specifying how the funds are to be used; and approving preliminary right-of-way plans and advance acquisition of certain properties. File includes Board of Transportation Committee meeting minutes and Secondary Roads Council minutes and agendas.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

**ITEM 12356. DAMAGE SURVEY REPORTS FILE**

Records concerning descriptions and locations of storm damages caused by floods in western North Carolina. (Reports are utilized by Federal Highway Administration in determining replacement costs.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 13102. HIGHWAY LETTINGS REFERENCE FILE**

Monthly listings of projects in which contractors will bid on the monthly highway letting submitted to the Chief Engineer from the Roadway Design Branch. (Information is used for reference by the Chief Engineer, who recommends to the State Highway Administrator and to the board the award of projects to the low bidder, subject to the concurrence by the Federal Highway Administration.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 13116. LEGISLATION FILE**

Copies of state and federal laws concerning highway policies and procedures used for reference to draft employment policies and to advise and direct the activities of the engineering units under the supervision of the Chief Engineer.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Legislative File).

**ITEM 13119. OTHER STATE AGENCIES' POLICIES REFERENCE FILE**

Copies of instructional and procedural correspondence and materials concerning programs or services administered by other state agencies. (File is used to keep informed of policies, standards, and reporting procedures required by state government staff departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Received Directives, Reports, Policies, and Procedures File).

**ITEM 19829. UNIQUE CONSTRUCTION PROJECTS FILE**

Correspondence, maps, and project information for the establishment of watersheds in various areas. File includes copies of information concerning unique problems encountered in various construction projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DISTRICT ENGINEER'S OFFICE**

**ITEM 25725. ADMINISTRATIVE CORRESPONDENCE FILE**

Correspondence of the District Engineer. File also includes correspondence with the division engineers, resident engineers, other district engineers, highway administrator, chief engineer, and other unit heads within the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 48634. DISTRICT ENGINEER'S ACTIVE PROJECT 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 applicable state and federal projects to the Division Engineer's Active Project (State and Federal) File (Item 25707) 90 days after contractor receives final estimate payment or final invoice payment. Destroy remaining records in office 5 years after closing work breakdown structure (WBS) element.

**ITEM 48635. DRIVEWAY PERMITS FILE**

Records concerning requests for driveway permits. File includes approved driveway permit applications, construction plans, approval letters, special provisions, vicinity maps, traffic impact analysis, memoranda, signal studies, and other traffic study documents. File also includes correspondence (including e-mail), bonds, and other related records.

DISPOSITION INSTRUCTIONS: Retain driveway permits in office permanently. Destroy remaining records in office when superseded or obsolete.

**ITEM 48636. ENCROACHMENTS FILE**

Records concerning right-of-way encroachment agreements. File includes original approved blanket encroachment agreements and approval letters, authorization letters, special provisions, plans, and vicinity maps. File also includes memoranda, correspondence (including e-mail), and bonds.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25731. LOCAL GOVERNMENT FILE**

Records concerning maintenance work performed by municipalities or counties on streets that are part of the state system of roads. File includes correspondence, memoranda, charges, and reports. File also includes invoices for materials sold to municipalities or counties, damage claims, and correspondence concerning highway system changes within municipalities or counties. File also includes copies of government agreements concerning maintenance and/or construction work performed by municipalities or counties on state system streets.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DISTRICT ENGINEER'S OFFICE**

**ITEM 48637. PUBLIC SCHOOLS, FIRE DEPARTMENTS, AND RESCUE SQUADS FILE**

Records concerning construction and maintenance of driveways and parking lots. File includes memoranda, correspondence (including e-mail), requests for approval of projects from access and public service road fund listing, requests for construction, and studies.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25732. SECONDARY ROAD PETITIONS FILE**

Records concerning district engineer's file on petitions received from the public and private firms requesting addition to or abandonment of roads in the state system of secondary roads. File includes petition forms from developers or citizens, letters, investigation reports, encroachment agreement applications and plans for utilities, drainage, etc., and other related records.

DISPOSITION INSTRUCTIONS: Transfer approved addition/abandonment records to Division Engineer's Office, Road File (Item 25715).

**ITEM 48638. SUBDIVISION/INDUSTRIAL ROAD FILE**

Records concerning residential subdivision and industrial/commercial construction developments. File includes approved construction plans, plats, driveway permits, and associated approval letters. File also includes certification documentation, correspondence (including e-mail), and approval requests. File also includes miscellaneous records consisting of subdivision information, maps, preliminary plans, plans requiring revision, pictures, special studies, and notes.

DISPOSITION INSTRUCTIONS: Destroy in office miscellaneous records when superseded or obsolete. Retain in office remaining records permanently.

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11 items will be discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DISTRICT ENGINEER'S OFFICE**

**ITEM 25733. SECONDARY ROADS CORRESPONDENCE FILE**

Correspondence concerning secondary roads and road numbers.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, Road File (Item 25715).

**ITEM 25734. PRIMARY ROADS CORRESPONDENCE FILE**

Correspondence concerning primary roads. File also includes applications for driveway permits, encroachment contracts, correspondence with utility companies and construction companies, and reference copies of letters received for installation of traffic signals, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Driveway Permits File (Item 48635), Encroachments File (Item 48636), and Division Engineer's Office, Road File (Item 25715).

**ITEM 25736. PERMIT CHECKS FILE**

District engineer's correspondence to insurance companies notifying them that a construction company has completed a job and bond has been returned. File also includes copies of powers of attorney from insurance companies.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Driveway Permits File (Item 48635) and Encroachments File (Item 48636).

**ITEM 25737. SECONDARY ROADS ADDITIONS FILE**

Records concerning secondary road additions, deletions, and abandonments. File also includes records concerning statewide secondary construction funds showing county and estimated cost and request for approval of projects from access and public service road fund listing.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Secondary Road Petitions File (Item 25732), Public Schools, Fire Departments, and Rescue Squads File (Item 48637), and Subdivision/Industrial Road File (Item 48638).

**ITEM 25738. BETTERMENT WORK ORDERS FILE**

Correspondence of the division and district engineers concerning work orders. File also includes requests for change of work orders, scratch work order requests, and listing of overruns.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 25862. CONTRACT MOWING FILE**

Correspondence, contracts, invoices, and evaluation and inspection forms for mowing services received by each district for primary, secondary, and interstate roads and highways.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to District Engineer's Active Project File (Item 48634).

**ITEM 38655. COLLECTIONS AND REPORTS FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, Collections and Reports File (Item 38660).

**ITEM 38656. DAILY PERMITS DATABASE (ELECTRONIC) 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. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, Daily Permits File (Item 38661).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DISTRICT ENGINEER'S OFFICE**

**ITEM 38657. DAILY PERMITS PRINTOUTS FILE**

Computer generated printouts produced from Daily Permits (Electronic) Database File (Item 38656). Printouts list names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of each load, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, Daily Permits File (Item 38661).

**ITEM 38658. HOUSE MOVE PRE-ISSUES (\$20.00 FEE) AND NO FEE PERMITS PRINTOUTS FILE**

Computer generated printouts produced from Daily Permits (Electronic) Database File (Item 38656). 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.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, House Move Pre-Issues (\$20.00 Fee) and No Fee Permits File (Item 38663).

**ITEM 38659. WEEKLY CLOSE-OUT REPORTS DATABASE (ELECTRONIC) 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. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DIVISION ENGINEER'S OFFICE**

**ITEM 38660. COLLECTIONS AND REPORTS FILE**

Records concerning daily collections and permits issued. File includes deposit slips, weekly close-out reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer copy of deposit slip and weekly close-out report to Department of Transportation, Accounting Operations and Budget Branch after close-out. Transfer copy of weekly close-out report to Division of Highways, Transportation Mobility and Safety Division, Oversize/Overweight Permits Unit after close-out. Destroy in office remaining records after 5 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.

**ITEM 38661. DAILY PERMITS FILE**

Records in paper and electronic formats concerning single trip permits issued for oversize and/or overweight loads. File includes names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of loads, and other related data.

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.

**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: Transfer records to Field Support, Construction Unit, Highway Records Section when project is completed.

**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 5 years.

**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.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DIVISION ENGINEER'S OFFICE**

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

Computer generated printouts produced from Daily Permits 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.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when released from all audits, whichever occurs later.

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

Load tickets submitted as a supporting document for the final estimate.

DISPOSITION INSTRUCTIONS: Destroy in office state projects 90 days after contractor receives final estimate payment if all claims have been settled. Transfer federal projects to the Construction Unit, Final Estimate Section, Load Tickets (Federal-Aid Projects) File (Item 3119) with the Final Estimate Assembly 90 days after contractor receives final estimate payment.

**ITEM 13608. OIL SPILL PREVENTION, CONTROL, AND COUNTERMEASURES PLAN FILE**

Approved division plans in compliance with federal and state laws for oil spill prevention, control, and countermeasures. File includes policies and procedures, laws, equipment assignments, oil spill documentation, and all related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**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.

**ITEM 25715. ROAD FILE**

Records in paper and electronic formats concerning road maintenance and maintenance materials. File includes copies of right-of-way agreements, surveys, plats, deeds, memoranda, correspondence (including e-mail), approved secondary road addition and abandonment petition forms, investigation reports, tables and maps indicating changes to the State Highway System, miscellaneous records concerning road system changes, complaints, and requests. File also includes records concerning traffic engineering and traffic services, bridge maintenance, and roadside environmental issues on state maintained roads. File also includes correspondence with construction companies and reference copies of letters received for installation of traffic signals.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy maintenance records in office when superseded or obsolete. Retain remaining electronic records in office permanently.

**This space left intentionally blank. The following 8 items will be discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DIVISION ENGINEER'S OFFICE**

**ITEM 25691. BOARD OF TRANSPORTATION MINUTES FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

**ITEM 25697. DAMAGES TO STATE-OWNED PROPERTY FILE**

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

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Accident/Incident Reports File).

**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: Item discontinued. Function and records transferred to District Engineer's Office, Driveway Permits File (Item 48635) and Transportation Mobility and Safety Division, Oversize/Overweight Permits Unit, Annual Permits File (Item 23178) and Daily Permits File (Item 37903).

**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: Item discontinued. Function and records transferred to Transportation Mobility and Safety Division, Traffic Safety Unit, Traffic Ordinance File (Item 25526).

**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: Item discontinued. All records destroyed.

**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: Item discontinued. Function and records transferred to Road File (Item 25715).

**ITEM 38662. DAILY PERMITS PRINTOUTS FILE**

Computer generated printouts produced from Daily Permits (Electronic) 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.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Daily Permits File (Item 38661).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
DIVISION ENGINEER'S OFFICE**

**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).)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
RESIDENT ENGINEER'S OFFICE**

**ITEM 25745. ADMINISTRATIVE CORRESPONDENCE FILE**

Correspondence of the Resident Engineer. File includes correspondence with division engineers, district engineers, other resident engineers, and central office staff.

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 Active Project File (Item 25707) 90 days after contractor receives final estimate payment of all claims that have been settled.

**This space left intentionally blank. The following 3 items will be discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
CHIEF ENGINEER - OPERATIONS  
RESIDENT ENGINEER'S OFFICE**

**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: Item discontinued. All records destroyed.

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

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

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, Load Tickets (State- and Federal-Aid Projects) File (Item 25711).

**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: Item discontinued. Function and records transferred to Division Engineer's Office, Project Work Books (State and Federal) File (Item 25709).