

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Transportation, Division of Highways, Preconstruction Section** to **Department of Transportation, Division of Highways, Deputy Highway Administrator-Preconstruction**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated March 27, 1992. 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

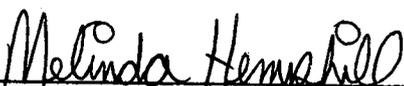
**DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION**

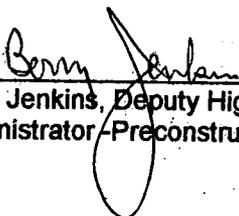
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

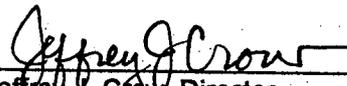
**DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION**

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 This schedule is to remain in effect until superseded.

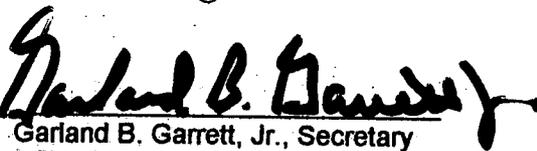
APPROVAL RECOMMENDED

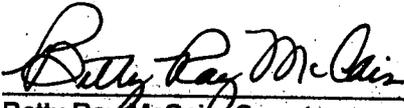
  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

  
Berry Jenkins, Deputy Highway  
Administrator-Preconstruction

  
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

April 15, 1996

MS

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PRECONSTRUCTION SECTION

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

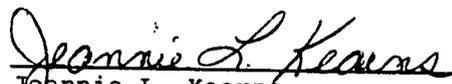
PRECONSTRUCTION SECTION

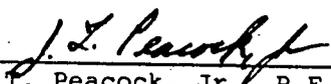
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

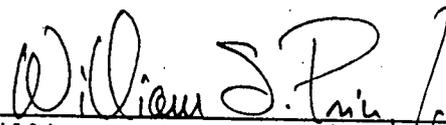
PRECONSTRUCTION SECTION

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.

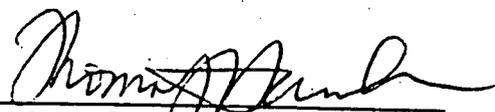
APPROVAL RECOMMENDED

  
Jeannie L. Kearns  
Chief Records Officer  
Department of Transportation

  
J. I. Peacock, Jr., P.E.  
Chief Engineer-Preconstruction

  
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

March 27, 1992

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.

MCC

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION

Records Retention and Disposition Schedule

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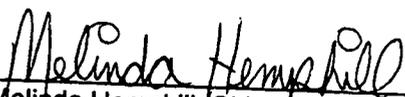
**DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION**

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 the schedule are not authorized to be destroyed. The

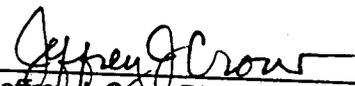
**DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION**

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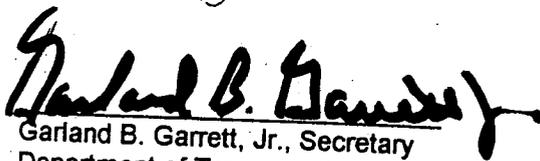
**APPROVAL RECOMMENDED**

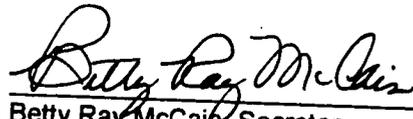
  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

  
Berry Jenkins, Deputy Highway  
Administrator-Preconstruction

  
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

April 15, 1996

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  
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MS

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DEPUTY HIGHWAY ADMINISTRATOR-PRECONSTRUCTION**

**ITEM 3113. CORPS OF ENGINEERS FILE.**

Correspondence between Department of Transportation and the Corps of Engineers concerning all projects in which the Corps are involved.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when construction of project is completed. Records will be held for agency in the State Records Center 6 years and then transferred to the custody of the Archives.

**ITEM 3114. TRANSPORTATION IMPROVEMENT PROJECTS FILE.**

Records concerning projects in the transportation improvement program. File includes correspondence, environmental impact studies, and feasibility studies. File also includes list of names of those from whom land has been acquired by the Department of Transportation, reports of various aspects of the federally- and state-funded bridge replacement program, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when construction of project is completed. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**ITEM 13012. CORRESPONDENCE FILE.**

Correspondence of the Chief Engineer-Preconstruction Section with Board of Transportation members, Department of Transportation branches, and units of the Division of Highways. File also includes on-going studies, thoroughfare plans, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13013. GOVERNMENT (FEDERAL/STATE) FILE.**

Correspondence between federal and state government officials on current highway activities, policies, and procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 13014. LEGISLATIVE FILE.**

Correspondence with legislators concerning highway-related legislation and state and federal legislation introduced or passed.

DISPOSITION INSTRUCTIONS: Destroy in office state legislation when administrative value ends. Destroy in office federal legislation when superseded or obsolete.

**ITEM 13015. BOARDS FILE.**

Correspondence of the Right-of-Way Review Board and Management Review Group.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13018. CONSTRUCTION AND LETTINGS FILE.**

Construction and letting schedules.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 13054. CHIEF ENGINEER-PRECONSTRUCTION FILE.**

Records concerning projects and programs involving the Chief Engineer-Preconstruction. File includes correspondence, reports, and other related records.

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.