

DESIGN BRANCH

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DESIGN SERVICES UNIT**

Retention and Disposition Schedule

The Records Retention and Disposition Schedule initially approved on May 31, 1977, governing the records series listed herein has been reviewed, corrected, and is hereby again 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

DESIGN SERVICES 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 and the

DESIGN SERVICES 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 additional years from the date of approval and will then be reviewed and again updated.

APPROVAL RECOMMENDED

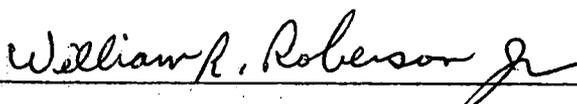


D. L. Squires, Head
Design Services Unit

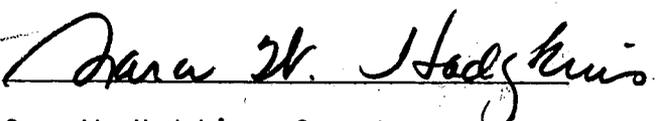


William S. Price, Jr., Director
Division of Archives and History

APPROVED



William R. Roberson, Jr., Secretary
Department of Transportation



Sara W. Hodgkins, Secretary
Department of Cultural Resources

July 26, 1982

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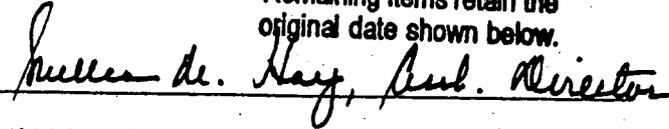
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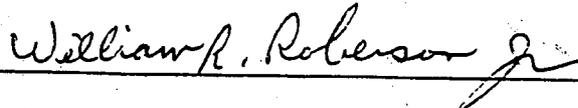
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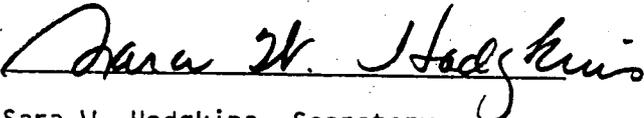

D. L. Squires, Head
Design Services Unit

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.


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

APPROVED


William R. Roberson, Jr., Secretary
Department of Transportation


Sara W. Hodgkins, Secretary
Department of Cultural Resources

July 26, 1982

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DESIGN SERVICES UNIT**

ITEM 3123. ADMINISTRATIVE CORRESPONDENCE FILE.

Record and reference copies of all correspondence of the Unit Head with Board of Transportation members, the Highway Administrator, Assistant Highway Administrator, Chief Engineer, Assistant Chief Engineers, Branch Managers, and other Highway Division Unit Heads.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 3124. PUBLIC HEARING MAPS (STATE PROJECTS) FILE.

Record copies of plans, aerial mosaics, and topographic maps for state projects. The maps are used to conduct corridor and design public hearings.

DISPOSITION INSTRUCTIONS: Keep in office all maps of two-lane road construction on four-lane right of way until additional lanes have been constructed, then transfer to the State Records Center after Final Estimate payment to the contractor. Records will be held for agency in the State Records Center 3 additional years and then destroyed. Keep all other maps in office until Final Estimate payment to the contractor, then transfer to the State Records Center. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 3125. PUBLIC HEARING MAPS (FEDERAL AID AND INTERSTATE PROJECTS) FILE.

Record copies of plans, aerial mosaics, and topographical maps for all federal aid and interstate projects. The maps are used to conduct corridor and design public hearings.

DISPOSITION INSTRUCTIONS: Keep in office all maps of two-lane road construction on four-lane right of way until additional lanes are constructed, then transfer to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Keep all other maps in office until Final Estimate payment to the contractor, then transfer to the State Records Center. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3126. PROJECT LET FILES (FEDERAL AND STATE) FILE.

Reference copies of project reports and computations for all preliminary project planning.

DISPOSITION INSTRUCTIONS: Keep reports of federal aid projects in office until Final Voucher payment by FHWA. Transfer to Inactive Files Section (Records Management Branch). Keep reports of state projects in office 90 days after Construction Unit's notification of Final Estimate payment to the contractor. Transfer to Inactive Files Section (provided that no claims are outstanding).