

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING

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

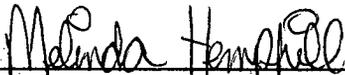
**DIRECTOR-PLANNING AND PROGRAMMING**

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.** The

**DIRECTOR-PLANNING AND PROGRAMMING**

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 This schedule is to remain in effect until superseded.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



Calvin Leggett, Director  
Planning and Programming



Larry R. Goode, State Highway Administrator  
Division of Highways



Jeffrey J. Crow, Director  
Division of Archives and History



Garland B. Garrett, Jr., Secretary  
Department of Transportation

**APPROVED**



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 31, 1997

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DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING

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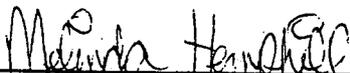
**DIRECTOR-PLANNING AND PROGRAMMING**

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July 31, 1997

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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**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PLANNING AND ENVIRONMENTAL BRANCH  
ADMINISTRATION**

**ITEM 23419. CONSTRUCTION REPORTS FILE.**

Planning and Environmental Manager's reports detailing the status and progress of construction projects and tentative letting lists.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 23421. CORRESPONDENCE FILE.**

Correspondence, requests for information, and publications from engineers, contractors, organizations, other states, and municipalities, and the general public concerning planning and environmental programs and activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 23424. PLANNING REVIEW COMMITTEE FILE.**

Correspondence, agendas, and reports of the Planning Board. File includes Traffic Engineering and Right-of-Way Branch reports to Planning Board members, papers on recommended working days, correspondence concerning approval of corridors, public hearing results, and transcripts of Planning Board meetings.

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 23425. PLANNING BOARD MINUTES FILE.**

Planning Board minutes.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Paper records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 23429. TRAFFIC STUDIES FILE.**

Traffic studies conducted by the Planning and Environmental Manager. File includes studies, policies and procedures, published reports, statistics, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Statewide Planning Branch, Administration.

**ITEM 23430. TRANSPORTATION RESEARCH BOARD FILE.**

Correspondence, memorandums, policies and procedures, minutes, progress reports, and all related records of the Transportation Research Board (a national service board).

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Statewide Planning Branch, Research and Development.

**ITEM 23431. URBANIZED AREAS FILE.**

Planning and Environmental Manager's municipal agreements and other records concerning the planning of projects in "urbanized areas" of greater than 50,000 population. File includes municipal agreements accompanied by bills from the municipality to the Department of Transportation, thoroughfare plan maps, correspondence with consultants and with a technical coordinating committee, correspondence with municipalities and division engineers concerning Origin and Destination Studies, and copies of Continuing Transportation Plans.

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Statewide Planning Branch, Administration.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PLANNING AND ENVIRONMENTAL BRANCH  
ADMINISTRATION**

**ITEM 23434. ELECTRIC SERVICE FILE.**

Agreements executed by Purchasing and Central Services with power companies. File concerns the furnishing of electricity for traffic counting machines.

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Statewide Planning Branch, Administration.

**ITEM 23440. NARRATIVE AND EXPENDITURE REPORTS FILE.**

Financial statements submitted to Federal Highway Administration (FHWA) monthly. Statements are summarized by the following functional codes: expenditures for current month, year-to-date balance, and total program estimate. File includes letters of transmittal summarizing the balance of funds allocated for planning and research purposes, quarterly progress reports summarizing work performed, and materials used to report to the FHWA the management and balance of funds allocated for planning and research.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 23449. TRANSFER OF CHARGES FILE.**

Records of transfers of charges submitted to controller by the Planning and Environmental Branch to correct charges made to wrong work order numbers as submitted by field personnel on expense vouchers. (File is used to correct coding of expenditures, job order charges in the journal voucher, errors in expense vouchers, and coding of costs on payroll.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 23450. VEHICLE RENTAL EQUIPMENT AND MILEAGE AND DISTRIBUTION REPORTS FILE.**

Reports detailing the issuance and/or transfer of equipment and monitoring and reporting the use of equipment assigned to the Planning and Environmental Branch by the Equipment Unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PLANNING AND ENVIRONMENTAL BRANCH  
BRIDGE REPLACEMENT PROJECT UNIT**

**ITEM 23483. BRIDGE REPLACEMENTS WORKING PROJECT FILE.**

Working papers and rough drafts of correspondence from other division, and state, federal, and county agencies. File includes related materials from the Division of Highways branches.

DISPOSITION INSTRUCTIONS: Transfer to the Planning and Environmental Central Files after project is completed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PLANNING AND ENVIRONMENTAL BRANCH  
CONSULTANT ENGINEERING UNIT**

**ITEM 23481. PROJECT BEING PREPARED BY CONSULTANT (WORKING) FILE.**

Project reports, maps, and supplements of the Planning and Environmental Branch submitted to the Federal Highway Administration and the Manager of Planning and Environmental Branch for official approval. File includes working papers and supporting records and used as reference to support Planning and Environmental Reports.

DISPOSITION INSTRUCTIONS: Transfer to the Planning and Environmental Central Files after project is completed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PLANNING AND ENVIRONMENTAL BRANCH  
PROJECT PLANNING UNIT**

**ITEM 23462. PROJECT REPORTS WORKING FILE.**

Project reports and supplements of the Planning and Environmental Branch submitted to the Federal Highway Administration and the Manager of the Planning and Environmental Branch for official approval. File includes working papers and supporting records and used as reference to support Planning and Environmental Reports.

DISPOSITION INSTRUCTIONS: Transfer to the Planning and Environmental Central Files after project study is completed.

**ITEM 23482. PROJECT REPORTS WORKING FILE.**

Project reports and supplements of the Planning and Environmental Branch submitted to the Federal Highway Administration and the Manager of Planning and Environmental Branch for official approval. File includes working papers and rough drafts of correspondence concerning municipal planning studies of traffic volume data, capacity-volume characteristics, cross-section data, right-of-way data, and cost estimates. File also includes working papers and supporting records documenting the Planning and Environmental Branch reports.

DISPOSITION INSTRUCTIONS: Transfer to the Planning and Environmental Central Files after project study is completed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PROGRAM DEVELOPMENT BRANCH  
ADMINISTRATION**

**ITEM 21767. CONTRACTOR'S LETTING NOTICES FILE.**

Lists of sealed bids for construction of projects received monthly by the Department of Transportation. File includes letting lists showing project number, county, length, route, type, and description and is used to verify project plans needed in order to update construction progress reports.

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Program Development Branch, Project Management Unit.

**ITEM 21771. CURRENT ROAD RE-INVENTORY MAPS FILE.**

Maps used by field staff to inventory new roads built by developers which will be brought into the state system upon meeting requirements. Maps detail houses which have been removed, exact length of roads, and roads that have been repaved.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 21772. DIVISION ENGINEER LETTERS FILE.**

Drafts of letters to division engineers concerning "Change Secondary Road Numbers." Letters show county, petition number, length, report date, date of approval, road name, and new number. (Letters are used to verify that notice has been given to division engineers of changes in road numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 21773. FEDERAL AID PRIMARY MAPS FILE.**

Maps prepared by the Data Analysis Unit and submitted as required to the Federal Highway Administration for approval of federal aid primary system deletions and revisions. File includes description of routes and correspondence with the Federal Highway Administration concerning approval of proposed changes.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 21774. FEDERAL AID SECONDARY SYSTEM FILE.**

Maps prepared by the Data Analysis Unit submitted to and approved by the Federal Highway Administration showing all federal and secondary roads by county and describing routes approved by the Federal Highway Administration. Maps also show Federal Aid System route number, state or local route number, description of route and terminals, county, mileage on state highway system, and total length. File includes letters of approval of the Federal Aid Secondary System revision from the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 21775. FEDERAL AID URBAN SYSTEM FILE.**

Original maps prepared by the Data Analysis Unit and submitted to the Federal Highway Administration to request approval of highway systems for cities of over 5,000 population. Maps show urbanized boundary, Federal Aid urban area, central business district, Federal Aid Primary Type I and II, Federal Aid Secondary, Proposed Federal Aid Urban System, and additions to or deletions from the Federal Aid Primary or Secondary Systems. (File is used for planning purposes to verify approval of Federal Aid system roads.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 21778. FOREST HIGHWAYS FILE.**

Maps, pictures, inventories, reports, plans, and all related correspondence concerning the Forest Highway System in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PROGRAM DEVELOPMENT BRANCH  
ADMINISTRATION**

**ITEM 21779. HIGHWAY LOG FILE.**

"Construction Log Record" for roads outside of city limits. File includes an individual sheet for each road or section of roads on the secondary system. Logs show work performed, type surface added, length of road, and dates work was performed. File also includes old rural and municipal highway logs for streets inside city limits.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 21780. HIGHWAY PLANS FILE.**

"Plan and Profile of Proposed State Highway" indicating project changes in state-maintained system to be incorporated into maintenance maps.

DISPOSITION INSTRUCTIONS: Destroy in office after notification of the closing of the work order.

**ITEM 21785. MOTOR VEHICLE AND REVENUE TAX DATA FILE.**

Reports summarizing funds collected by the Division of Motor Vehicles and Department of Revenue to be deposited in the General Highway Fund but not prepared by the Planning and Environmental Branch. File includes copies of information supplied by the Federal Highway Administration on highway vehicles using fuels other than gasoline, estimates of automobile and truck registration, and computer printouts from the Division of Motor Vehicles concerning a survey of licensed drivers. (File is used for statistical data in preparing reports to the Federal Highway Administration and for financial planning and projects.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Program Development Branch, Powell Bill Unit.

**ITEM 37736. TRANSFER OF CHARGES FILE.**

Records of transfers of charges submitted to controller by the Program Development Branch to correct charge made to wrong work order numbers as submitted by field personnel on expense vouchers. (File is used to correct coding of expenditures, job order charges in the journal voucher, errors in expense vouchers, and coding of costs on payroll.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
PROGRAM DEVELOPMENT BRANCH  
FEASIBILITY STUDIES UNIT**

**ITEM 23480. FEASIBILITY AND SPECIAL STUDIES WORKING FILE.**

Working papers and rough drafts of correspondence with local, state, and federal agencies concerning the studies. File includes information concerning traffic volumes, capacity volume characteristics, right-of-way data, cost estimates, and environmental studies.

DISPOSITION INSTRUCTIONS: Function and records transferred to Director-Planning and Programming, Program Development Branch, Administration.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
STATEWIDE PLANNING BRANCH  
ADMINISTRATION**

**ITEM 23456. INTERSTATE PROJECT FILE.**

Correspondence and descriptive information concerning projects and planning of interstate routes for the period of 1960-1970.

DISPOSITION INSTRUCTIONS: Function and records transferred to Planning and Environmental Branch, Planning and Environmental Central Files.

**ITEM 23457. BRANCH CORRESPONDENCE FILE.**

Planning and Environmental Branch correspondence with other branch and unit heads in the Department of Transportation, federal agencies, and other state agencies.

DISPOSITION INSTRUCTIONS: Function and records transferred to Planning and Environmental Branch, Administration.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
STATEWIDE PLANNING BRANCH  
RESEARCH AND DEVELOPMENT**

**ITEM 23423. HIGHWAY RESEARCH PROGRAM FILE.**

Topics proposed to the Transportation Research Board for study. File includes agendas, reports, contracts, publications, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 37751. NARRATIVE AND EXPENDITURE REPORTS FILE.**

Financial statements submitted to Federal Highway Administration (FHWA) monthly. Statements are summarized by the following functional codes: expenditures for current month, year-to-date balance, and total program estimate. File includes letters of transmittal summarizing the balance of funds allocated for planning and research purposes, quarterly progress reports summarizing work performed, and materials used to report to the FHWA the management and balance of funds allocated for planning and research.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
STATEWIDE PLANNING BRANCH  
TRAFFIC SURVEY UNIT**

**ITEM 23467. ANNUAL AUTOMATIC TRAFFIC RECORDER REPORTS FILE.**

"Automatic Traffic Recorder Data" reports showing the annual summary of average daily traffic by months.

DISPOSITION INSTRUCTIONS: Retain in office 1 complete set permanently. Destroy in office duplicates annually.

**ITEM 23468. AVERAGE DAILY TRAFFIC MAPS FILE.**

Blueline copies of county maps showing average daily traffic for all hard-surfaced and non-surfaced soil roads which include station books showing station number. (File is used for reference to post average daily traffic counts.)

DISPOSITION INSTRUCTIONS: Destroy in office average daily traffic books when administrative value ends. Destroy in office station books after 3 years.

**ITEM 23469. DRAWBRIDGE REPORTS FILE.**

Monthly drawbridge reports listing type, name, and number of each vessel passing under drawbridge, as well as time signalled, number of vehicles delayed while bridge remained open, and other related information. (Reports are compiled into an annual report.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 23470. HIGHWAY TRAFFIC STATISTICS FILE.**

Annual statistical forms listing autotraffic recorder data, truck weight data, vehicle classification counts, drawbridge and ferry information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 23471. MANUAL COUNT FORMS FILE.**

Planning and Environmental Branch Manual Count Forms used for manually recording traffic volume and vehicle types. (Information is summarized annually and posted to maps.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 23472. MONTHLY TRAFFIC SUMMARIES FILE.**

Monthly Summary Sheets of average daily traffic as provided by automatic traffic records, Monthly Summary of Operations of Ferries, Ferry Traffic Reports, and Drawbridge Traffic Summaries. (File is used to compile traffic reports for the Federal Highway Administration.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 23473. ORIGIN AND DESTINATION PRINTOUTS AND SUMMARY SHEETS FILE.**

Printouts and tabulation summary sheets prepared from computer tabulation Sheets. (File is used to prepare Origin and Destination Studies in published form for distribution.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 23474. ORIGIN AND DESTINATION STUDIES FILE.**

Origin and Destination Studies prepared by the Traffic Survey Unit and the Federal Highway Administration showing traffic demand pattern data. (File is used to aid in the development of immediate improvements to the interstate system within municipalities and the development of a comprehensive, long-range street and highway thoroughfare plan in cooperation with the cities.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIRECTOR-PLANNING AND PROGRAMMING  
STATEWIDE PLANNING BRANCH  
TRAFFIC SURVEY UNIT**

**ITEM 23476. PORTABLE TRAFFIC RECORDER COUNT FILE.**

Portable traffic recorder count forms used to summarize and post traffic counts to average daily traffic maps. Each form shows time, county, station number, location, month, readings, count or estimate, and remarks.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 23477. SPEED SURVEY FILE.**

Speed study reports showing traffic survey station, road system, passenger cars, commercial vehicles, buses, speed, and other related information concerning each survey.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 23478. TRUCK WEIGHING SURVEYS FILE.**

Truck weighing surveys conducted by the Planning and Environmental Branch in compliance with requirements of the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 23479. TURNING MOVEMENTS FILE.**

Diagrams showing traffic counts gathered by field surveys staff upon request of the Traffic Engineering.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.