

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DIVISION ENGINEER'S OFFICE  
DISTRICT ENGINEER'S OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the record 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

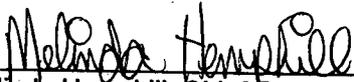
**DISTRICT ENGINEER'S OFFICE**

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

**DISTRICT ENGINEER'S OFFICE**

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 This schedule is to remain in effect until superseded.

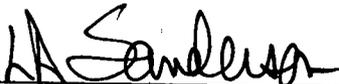
**APPROVAL RECOMMENDED**



Melinda Hemphill, Chief Records Officer  
Department of Transportation



Don Goins, Chief Engineer-Operations  
Division of Highways



Len Sanderson, State Highway Administrator  
Division of Highways

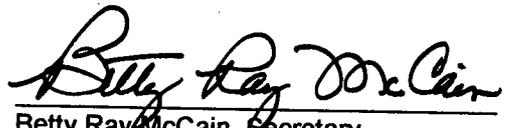


Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



David T. McCoy, Acting Secretary  
Department of Transportation



Betty Ray McCain, Secretary  
Department of Cultural Resources

July 10, 1999

MS

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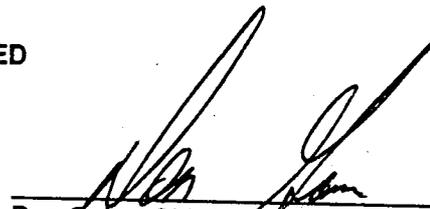
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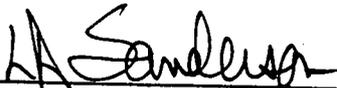
**APPROVAL RECOMMENDED**



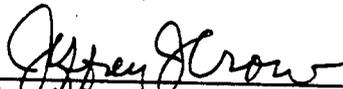
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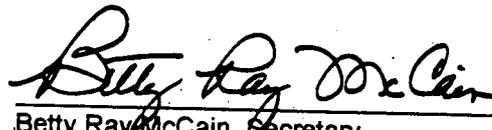


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David T. McCoy, Acting Secretary  
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July 10, 1999

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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**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 25731. COUNTY CORRESPONDENCE FILE.**

Correspondence, memorandums, charges, and reports concerning maintenance work performed by municipalities on streets within city limits which are part of the state system of roads. File also includes invoices for materials sold to municipalities, damage claims, and correspondence concerning highway system changes due to changes in city limits.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) 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 25732. SECONDARY ROADS AND PETITIONS FILE.**

District engineer's file on petitions received from the public and private firms requesting addition of roads to the state system of secondary roads. File includes requests for addition to state-maintained secondary road systems, secondary road investigation reports, memorandums of the district engineer to the secondary roads officer and the division engineer, completed investigation reports, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25733. SECONDARY ROADS CORRESPONDENCE FILE.**

Correspondence concerning secondary roads and road numbers.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**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: Retain in office driveway permits and encroachment contracts permanently. Destroy in office remaining records when reference value ends.

**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: Destroy in office after 3 years.

**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: Retain in office permanently.

**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: Destroy in office 3 years after closing of the work order.

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**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: Destroy in office after 5 year(s) 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 38655. COLLECTIONS AND REPORTS FILE.**

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

DISPOSITION INSTRUCTIONS: Transfer copy of deposit slip and weekly close-out report to Department of Transportation, Fiscal Section after close-out. Transfer copy of weekly close-out report to Division of Highways, 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 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: Erase/destroy in office when superseded or obsolete.

**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: Destroy in office after 1 year.

**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: Destroy in office after 5 year(s) 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 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: Erase/destroy in office when reference value ends.

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**ITEM 41990. TORT CLAIMS FILE.**

Records concerning claims filed against the state. File includes memorandums 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 year(s) 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.