

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT

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

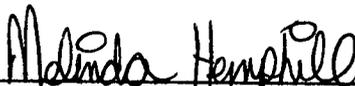
EQUIPMENT AND INVENTORY CONTROL UNIT

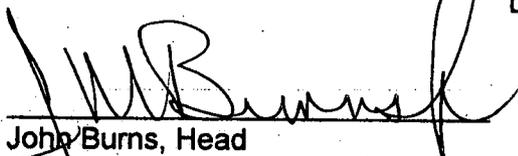
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

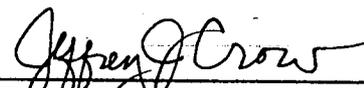
EQUIPMENT AND INVENTORY CONTROL UNIT

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 This schedule is to remain in effect until superseded.

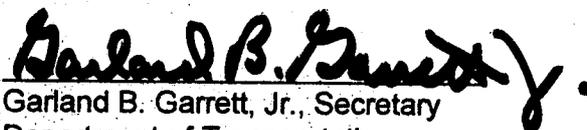
APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


John Burns, Head
Equipment and Inventory Control Unit


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

January 20, 1997

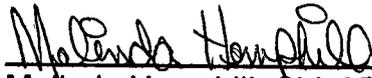
MS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

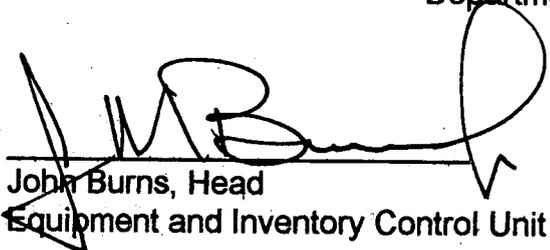
**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT**

Amend the records retention and disposition schedule approved January 20, 1997 by changing the disposition instructions for Item 24904 as shown on substitute page dated February 16, 1998.

APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



John Burns, Head
Equipment and Inventory Control Unit



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Norris Tolson, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

February 16, 1998

MS

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT

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

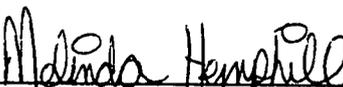
EQUIPMENT AND INVENTORY CONTROL UNIT

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. 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

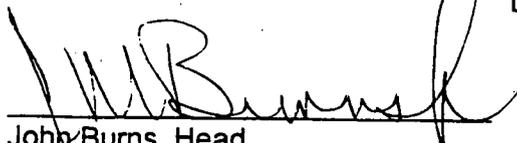
EQUIPMENT AND INVENTORY CONTROL UNIT

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

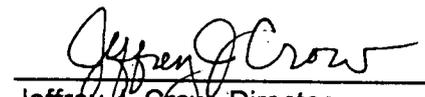
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation

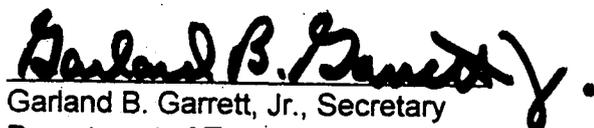


John Burns, Head
Equipment and Inventory Control Unit



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

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.

January 20, 1997

MS

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT**

ITEM 24827. DIRECTOR'S ADMINISTRATIVE CORRESPONDENCE FILE.

Equipment and Inventory Control Unit's correspondence and reports with other sections, branches, or unit heads in the Division of Highways advising them of Equipment and Inventory Management Operations procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 24829. TRANSPORTATION RESEARCH BOARD FILE.

Reference copies of correspondence, and newsletters sent to the director concerning the National Cooperative Highway Research Program administered by the National Research Council of the National Academy of Sciences.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24830. BOARD OF TRANSPORTATION MEETING AGENDAS AND MINUTES FILE.

Reference copies of the Board of Transportation minutes and agendas with supporting correspondence and reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24831. FLEET SUPPORT MANAGEMENT PROGRAM FILE.

Administrative policies, and directives issued by Office of Chief Engineer, and other guidelines governing implementation of the Fleet Support Management Program.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24834. EQUIPMENT COMPLEMENT FOR DIVISION OF HIGHWAYS FILE.

Records concerning equipment complement. File includes documentation on equipment needs, correspondence, requests for complement, and other related records. Information entered into Equipment Complement Database (Electronic) File (Item 39058).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24838. EQUIPMENT LEGISLATION FILE.

Copies of bills passed by the North Carolina General Assembly concerning equipment, equipment rates, Occupational Safety and Health Administration safety regulations, and related matters.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends or superseded by subsequent legislative action.

ITEM 24839. CORRESPONDENCE WITH EQUIPMENT SUPERINTENDENTS, AREA EQUIPMENT SUPERINTENDENTS, AND DIVISION ENGINEERS FILE.

Non-project-related correspondence with equipment superintendents and division engineers. File includes or concerns all division equipment activities and the coordination of these activities with the division engineers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24840. SPECIFICATIONS FILE.

Standard equipment specifications prepared by equipment engineers in response to requests for bids. File also includes research materials and reference copies of bids. Information entered into Specifications Database (Electronic) File (Item 39069).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT**

ITEM 24849. ACCIDENT REPORTS AND PROPERTY DAMAGE CLAIMS (ACTIVE) FILE.

Correspondence and reports concerning accidents involving Department of Transportation equipment.

DISPOSITION INSTRUCTIONS: Transfer to Accident Reports and Property Damage Claims (Inactive) File (Item 24850) when invoice is paid and/or closed.

ITEM 24850. ACCIDENT REPORTS AND PROPERTY DAMAGE CLAIMS (INACTIVE) FILE.

Accident reports and property damage claims that have been paid involving Department of Transportation equipment.

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.

ITEM 24851. EQUIPMENT COST AND DEPRECIATION MASTER PRINTOUTS FILE.

Computer generated printouts produced from Equipment Master Database (Electronic) File (Item 39059) concerning equipment costs and depreciation. Printouts lists equipment numbers, year models, capital cost, book value, depreciation values, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24853. RADIO LICENSE CERTIFICATIONS FILE.

Radio license certifications maintained by the Equipment and Inventory Control Unit as required by the Federal Communications Commission.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24854. RADIO FREQUENCY COORDINATING FILE.

Correspondence, reports, and other materials collected in support of approval of radio frequencies for radio operators other than Department of Transportation employees.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 24858. EQUIPMENT MAINTENANCE REPORT (EMR) FILE.

Equipment maintenance report form used by outside agencies and Department of Transportation equipment and facilities maintenance personnel to request vehicle and equipment work or services.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24864. POLLUTION CONTROL FILE.

Correspondence, requests for permits, compliance letters, and related records concerning pollution control. File also includes data on asphalt plants and hazardous materials.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 24872. ACTIVE 2 POINT JOB ORDERS (JO-02) FILE.

Job order forms, invoices, equipment maintenance reports (EMR), and other related records used by the Equipment Depot personnel to perform maintenance (i.e. fabrications, modifications, and rebuilding) on equipment, state agencies facilities and for other special projects. Information entered into 2 Point Job Orders Database (Electronic) File (Item 39066).

DISPOSITION INSTRUCTIONS: Transfer to Inactive Job 2. Orders (JO-02) File (Item 24873) when job order is closed.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT**

ITEM 24873. INACTIVE 2 POINT JOB ORDERS (JO-02) FILE.

Completed job orders with tabulations that have been completed or closed.

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

ITEM 24874. TRANSFER-OF-CHARGES (T.2) FILE.

Transfer-of-charges forms for charges which have been incorrectly billed.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 24877. OUTSIDE STATE AGENCIES FILE.

Correspondence concerning services performed for other state agencies by the Equipment and Inventory Control Unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24878. BOILER INSPECTION REPORTS FILE.

Boiler inspection reports of all boilers owned and operated by Department of Transportation.

DISPOSITION INSTRUCTIONS: Destroy in office original inspection reports and all detailed repair reports when boilers are scrapped, sold, or condemned. Destroy in office current inspection reports when superseded.

ITEM 24879. INMATE LABOR FILE.

Correspondence and monthly reports on inmate labor.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Highways, Road Maintenance Unit.

ITEM 24880. CORRESPONDENCE REFERENCE FILE.

Correspondence with Department of Transportation purchasing agents, unit heads, and equipment superintendents concerning operations of unit.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24888. PARTS-ISSUE VERIFICATION FILE.

Signed blue copies of parts-issued received from Central Inventory to Field Unit.

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

ITEM 24889. PINK COPIES FILE.

Requisitions received from divisions and pink copies of parts-issued requesting supplies stocked by the Equipment and Inventory Control Unit. Information entered into Inventory History Database (Electronic) File (Item 39065).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24898. PRODUCT REPORTS FILE.

Inter-departmental reports submitted by equipment superintendents for each piece of equipment repaired under warranty agreement. File includes tally sheets, memorandums, invoices, and other related records concerning performance ratings of various types of products.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT**

ITEM 24900. MOTOR VEHICLES REGISTRATION CERTIFICATES FILE.

Motor Vehicles Registration Certificates for all automobiles and/or motorized equipment owned by the Department of Transportation and operated on the state highways. (Registration is not required for equipment to be used by the Department of Transportation off the highway system.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24901. MOTOR VEHICLES TITLES FILE.

Certificates of title required for all motor vehicles owned and operated by Department of Transportation.

DISPOSITION INSTRUCTIONS: Transfer to State Surplus Property when equipment is sold or disposed of.

ITEM 24906. EQUIPMENT RENTAL RATE PRINTOUTS FILE.

Computer generated printouts produced from Equipment Rental Rate Database (Electronic) File (Item 39060). Printouts list rental rate, types of equipment, class codes, equipment descriptions, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24908. RADIO FILE.

Correspondence to radio dealers and manufacturers from the Equipment Expediter concerning equipment usage.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 24913. EQUIPMENT DOWN FOR REPAIRS REPORTS FILE.

Reports of equipment down for repairs. Reports list equipments numbers, equipment descriptions, equipment location, equipment status, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 24917. BIWEEKLY CONSOLIDATED FUEL AND LUBE ISSUED FILE.

Computer generated printouts listing gallons of gasoline, lubricant, and other fuels issued during each biweekly pay period.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24927. BIWEEKLY CONSOLIDATED FUEL AND LUBE ISSUED RECONCILIATIONS REPORTS FILE.

Computer generated reports concerning fuel consolidation. Reports list names of division, store number, number of gallons issued per pay period, cumulative amount, and other related data. File also includes fuel reconciliations reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 39057. ADMINISTRATIVE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the administration and operations of the section. Electronic database systems on hard drives and magnetic disks include drafts of correspondence, memorandums, statistical reports, management studies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office magnetic disks when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT AND INVENTORY CONTROL UNIT**

ITEM 39058. EQUIPMENT COMPLEMENT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning equipment complement. Electronic file includes names of divisions, county names, item numbers, class codes, and other related data.

DISPOSITION INSTRUCTIONS: Transfer printed copy to appropriate Division Office upon receipt. Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office magnetic disk when administrative value ends.

ITEM 39059. EQUIPMENT MASTER DATABASE (ELECTRONIC) FILE.

Machine readable records concerning equipment costs and depreciations. Electronic file includes equipment numbers, year models, years of purchase, capital costs, equipment book values, depreciation values, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Equipment Cost and Depreciation Master Printouts File (Item 24851) upon receipt. Erase in office electronic file when administrative value ends. Agency representative will update periodically.

ITEM 39060. EQUIPMENT RENTAL RATE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning current rental rates. Electronic files include class codes, equipment descriptions, standard hourly and daily rates, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Equipment Rental Rate Printouts File (Item 24906) upon receipt. Erase in office electronic file when administrative value ends. Agency representative will update in office periodically.

ITEM 39066. 2 POINT JOB ORDERS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning maintenance performed by Equipment Depot personnel. Electronic files include job order numbers, dates of jobs, description of jobs, estimated costs, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office at end of fiscal year after closing of jobs.

ITEM 39067. JOB REPORT (FORM FR-11T) FILE.

Reports used to collect cost accounting information on labor, equipment, materials, and work accomplished. Reports list names of departments and counties where employees and equipment assigned, dates, work order numbers, employees' work time, equipment work time, materials used from inventory, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 39069. SPECIFICATIONS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning standard equipment specifications prepared by equipment engineers. Electronic database systems include title of specification, class codes, dates created, description of items, and other related data. (Electronic database files are backed-up by Equipment and Inventory Control Unit Local Area Network (LAN) Server.)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.