

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
FACILITIES MANAGEMENT**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

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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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends*." The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

The Department of Transportation and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

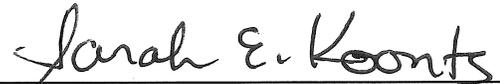
The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Carr McLamb
Chief Records Officer


Priscilla Tyree-Williams, Director *Stealing Bank*
Facilities Management Unit


Michael L. Holder, Chief Engineer
Division of Highways


Sarah E. Koonts, Director
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APPROVED


Nicholas Tennyson, Secretary
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Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

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ITEM 40626. ADMINISTRATIVE FILE

Electronic records concerning the administration and operations of the unit. File includes memoranda, statistical reports, management studies, e-mails, and other related records.

DISPOSITION INSTRUCTIONS: Destroy e-mails after 5 years. Destroy in office remaining records after project is accepted by State Construction Office.

ITEM 3117. CAPITAL IMPROVEMENTS (ACTIVE WORK ORDER) PROJECTS FILE

Records in paper and electronic formats concerning land and buildings leased and/or owned by Department of Transportation. File includes correspondence, inspection reports, survey reports, test reports, architectural and engineering designs, contracts, and other related records. File also includes CADD files, constructions reports, photos, informal contract documents, and emails.

DISPOSITION INSTRUCTIONS: Transfer to Capital Improvements (Inactive Work Order) Projects File (Item 40628) when project is completed.

ITEM 40628. CAPITAL IMPROVEMENTS (INACTIVE WORK ORDER) PROJECTS FILE

Records concerning land and buildings leased and/or owned by Department of Transportation. File includes correspondence, inspection reports, survey reports, test reports, architectural and engineering designs, contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper records in office after 3 years. Destroy electronic records in office after project is accepted by State Construction Office.

The following item will be discontinued.

ITEM 40633. 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: Item discontinued. All records destroyed.