

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT**

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

**CONSTRUCTION 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 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. 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.

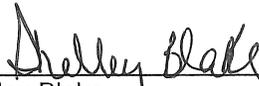
The Department of Transportation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference 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 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.

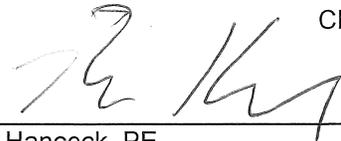
The Department of Transportation and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

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 program records 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.

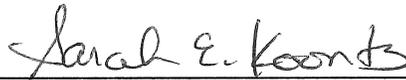
**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Shelley Blake  
Chief Records Officer

  
\_\_\_\_\_  
Ron Hancock, PE  
Construction Unit

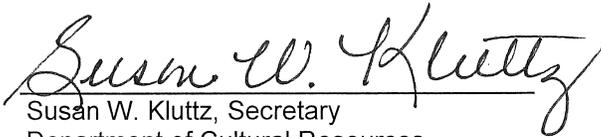
  
\_\_\_\_\_  
Greg Peretti, Director  
Field Support

  
\_\_\_\_\_  
Michael L. Holder, Chief Engineer  
Division of Highways

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
\_\_\_\_\_  
Nick Tennyson, Secretary  
Department of Transportation

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT**

**ITEM 16701. CONSTRUCTION PROGRAM FILE**

Records concerning engineering methods and materials; the overall planning, funding, management, and status of construction projects; and the development of proposed highway programs. File includes intra-agency and Federal Highway Administration correspondence, memoranda, directives, manuals, research studies, and guidelines concerning highway policies and procedures. File also includes asphalt cement price adjustment data and notifications.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy in office electronic records after 3 years.

**ITEM 16714. CONSTRUCTION PROJECT CONTRACTS (FEDERAL AND STATE PROJECTS) FILE**

Records in paper and electronic formats concerning the award of contracts and supplemental agreements for active roadway and structure projects as well as the construction progress of those projects. File includes proposal contracts, preconstruction conference minutes, contractors' progress schedules, contractors' payroll, statements of compliance, wage violation memoranda submitted by company to resident engineer, contract bonds, and related correspondence.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Transfer electronic records and any remaining paper records relating to federal projects to Highways Records Section, Inactive Federal-Aid Projects (Reports and Correspondence) File (Item 2952) upon receipt of the payment of the final estimate. Transfer electronic records and any remaining paper records relating to state projects to Highways Records Section, Inactive State Projects (Reports and Correspondence) File (Item 2957) upon receipt of the payment of the final estimate.

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All items on the following 4 pages are  
Discontinued or Transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
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**ITEM 14013. ASPHALT CONSTRUCTION AND INSPECTION REPORTS FILE**

Records concerning the certification of concrete and asphalt plants that contract with the Department of Transportation to produce pavement mixtures; the certification of field laboratories engaged in construction projects; the testing and sampling of asphalt mixtures. File includes certifications of concrete and asphalt plants and related correspondence and reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Materials and Tests Unit, Plant Inspections and Audits File (Item 50466).

**ITEM 25166. BID TABULATIONS FILE**

Copies of highway letting tabulation sheets listing the three lowest bidders on highway construction projects and summarizing bids submitted for each item of construction.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16665. BOARD OF TRANSPORTATION MINUTES FILE**

Duplicate copies of Board of Transportation minutes. File includes information concerning awards of projects, resolutions, allocations of highway funds, and all related policies and procedures approved by the Board of Transportation.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 25165. BOARD OF TRANSPORTATION MINUTES FILE**

Copies of Board of Transportation Minutes. Information details award of projects, resolutions, allocation of highway construction funds, and all related policies and procedures approved by the Board of Transportation.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16713. CONSTRUCTION PROGRESS CHARTS (FEDERAL AND STATE PROJECTS) FILE**

Records concerning details of construction progress and percentage of project completed. File includes contractor's progress schedules. (File is used to monitor construction progress in regard to specified contract working days agreements.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Project Contracts (Federal and State Projects) File (Item 16714).

**ITEM 16715. CONTRACTOR'S EXPERIENCE QUESTIONNAIRES FILE**

Experience questionnaires required of companies wishing to qualify to bid on construction contracts. Information details company experience and equipment and is used to determine capabilities of companies seeking contracts with the state for construction work.

DISPOSITION INSTRUCTIONS: Function and records transferred to Contract Standard and Development Contractual Services Section.

**ITEM 16716. CONTRACTOR'S MONTHLY ESTIMATES (FEDERAL AND STATE PROJECTS) FILE**

Monthly estimates for monthly payment, which are reviewed by the Construction Unit, and then forwarded to and returned from Fiscal Section upon payment to the contractor. File includes monthly estimate and all related correspondence and reports.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT**

**ITEM 25159. CORRESPONDENCE WITH DIVISION ENGINEERS FILE**

Correspondence between the manager and the division engineers concerning the improvement of construction policies and procedures as directed by the Federal Highway Administration. Information relates to the overall management and coordination of various phases of construction project activity as directed by the chief engineer.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Program File (Item 16701).

**ITEM 25158. CORRESPONDENCE WITH OTHER KEY HIGHWAY OFFICIALS AND DIVISION OF HIGHWAYS UNIT HEADS FILE**

Correspondence and reports of the manager with Board of Transportation members, the highway administrator, managers, and all Division of Highways unit heads.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Program File (Item 16701).

**ITEM 25163. ENGINEERING METHODS AND MATERIALS FILE**

Technical data, reports, surveys, research studies, newsletters, publications, and catalogs prepared by other state or federal agencies, associations, organizations, outside firms, or other states concerning engineering methods and techniques, products, or equipment. Information is used to write specifications, advise on construction problems, and review current engineering techniques.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Program File (Item 16701).

**ITEM 25161. FEDERAL HIGHWAY ADMINISTRATION CORRESPONDENCE FILE**

Intra-agency correspondence with the Federal Highway Administration concerning application and compliance with standards and procedures as directed by the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Program File (Item 16701).

**ITEM 25168. FEDERAL HIGHWAY ADMINISTRATION POLICIES AND PROCEDURES FILE**

Federal Aid Highway Program Manual Transmittals, notices, and bulletins issued by the Federal Highway Administration which are used for reference for technical standards, management practices, and reporting procedures required by the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Program File (Item 16701).

**ITEM 16216. HIGHWAY LETTINGS REFERENCE FILE**

Computer printout listing entitled "Highway Letting Lists," which details lowest bidders on government contracts. (File is used to monitor the status of projects and for reference to second and third lowest bidders in cases where lowest bidder is unable to fulfill the contract.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
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**ITEM 16717. LABOR VIOLATIONS (FEDERAL-AID PROJECTS) FILE**

Records concerning wage violations reported to the Federal Highway Administration. File includes contractor's payroll, statement of compliance, wage violation memoranda submitted by company to resident engineer, and related correspondence and reports. (File is used to review contractor's payrolls.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Project Contracts (Federal and State Projects) File (Item 16714).

**ITEM 25164. MANAGEMENT REVIEW BOARD FILE**

Copies of Management Review Board Minutes, Planning and Research Branch Reports to the Management Review Board, and all related correspondence. Information is used to monitor the location of proposed projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 14018. MIX DESIGN REPORTS FILE**

Records concerning tests performed by the Materials and Test Laboratories on bituminous and concrete mixtures to be used on construction projects. File includes Reports on Stability Tests. Reports are reference for the design, issue, and revision of job mixture formulas.

DISPOSITION INSTRUCTIONS: Function and records transferred to Materials and Tests Unit.

**ITEM 16718. MONTHLY STATUS REPORTS REFERENCE FILE**

Periodic reports concerning the progress and status of various stages of project activity. File details description of each project, project funding data, general project data such as required project functions and dates accomplished, and project schedules. File includes project status report, report on contracts awarded-force account construction authorized, report on location and type of projects under construction, report on construction progress and location of structures and roadway, status of contracts under construction, and construction summary sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16992. NOTICES TO CONTRACTORS REFERENCE FILE**

Ledger sheets listing by project contractors for which sealed bids have been accepted. (File is sent to contractors prior to letting date and is used as cross-reference to relate assigned work order numbers to original project numbers.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16711. PLANNING BOARD MINUTES FILE**

Copies of Planning Board minutes with agendas, working day recommendations, and all related correspondence and reports. (File is used to monitor the status of proposed construction projects.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
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**ITEM 14028. PROJECT CORRESPONDENCE (FEDERAL AND STATE PROJECTS) FILE**

Records concerning contract pavement construction work. File includes asphalt cement reports, scale inspections, test reports for aggregate and bituminous mixtures, concrete mixtures, daily reports of bituminous plant roadway inspectors, and other related correspondence and reports. (File is utilized by the pavement construction engineer and staff to review inspections performed by project pavement inspectors; to review the sampling and testing of pavement mixtures; to advise resident engineers and contracting firms on materials, equipment, and construction procedures; and to advise division engineers on pavement maintenance problems.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Materials and Tests Unit, Materials Related Procedures File (Item 50464).

**ITEM 16993. PROJECT CORRESPONDENCE (FEDERAL AND STATE PROJECTS) FILE**

Records concerning the progress and status of various phases of construction project work. File includes project-related correspondence and reports prepared by other highway units. (File is used to monitor construction project work and to coordinate project-related activities with other highway unit heads and division engineers.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Project Contracts (Federal and State Projects) File (Item 16714).

**ITEM 25162. PROJECT-RELATED REPORTS FILE**

Intra-agency correspondence and reports concerning the status of various phases of highway construction projects and the distribution and expenditure of funds allocated for such projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Project Contracts (Federal and State Projects) File (Item 16714).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT  
FINAL ESTIMATE SECTION**

**ITEM 3121. FIELD BOOKS (FEDERAL-AID PROJECTS) FILE**

Records concerning construction of each federal-funded roadway and minor structure project. File includes resident engineer's diaries, pay record books, and engineering field data books. (Field books are used to record topography, level notes, original cross sections, final cross sections, pipe books, and all related field data concerning right-of-way markers, property lines, rock soundings, traverse topography, stake outs, pile driving, utilities, and other subjects.)

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy in office electronic records 3 years after the final voucher payment is received from the Federal Highway Administration. Transfer remaining paper records to the State Records Center after the final voucher payment is received from the Federal Highway Administration. Records will be held for agency in the State Records Center 3 additional years and then destroyed. Records currently held for agency in the State Records Center as of 8/31/2015 will be destroyed 3 years from date received.

**ITEM 3120. FIELD BOOKS (STATE PROJECTS) FILE**

Records concerning construction of each state-funded roadway and minor structure project. File includes resident engineer's diaries, pay record books, and engineering field data books. (Field books are used to record topography, level notes, original cross sections, final cross sections, pipe books, and all related field data concerning right-of-way markers, property lines, rock soundings, traverse topography, stake outs, pile driving, utilities, and other subjects.)

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy in office electronic records 3 years after final estimate payment to the contractor. Transfer remaining paper records 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.

**ITEM 3119. LOAD TICKETS (FEDERAL-AID PROJECTS) FILE**

Records concerning materials (stone, asphalt, etc.) delivered to a federal-funded project site. File includes receipts.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy in office electronic records 3 years after the final voucher payment is received from the Federal Highway Administration. Transfer remaining paper records to the State Records Center after the final voucher payment is received from the Federal Highway Administration. Records will be held for agency in the State Records Center 3 additional years and then destroyed. Records currently held for agency in the State Records Center as of 8/31/2015 will be destroyed 3 years from date received.

**ITEM 3118. LOAD TICKETS (STATE PROJECTS) FILE**

Records concerning materials (stone, asphalt, etc.) delivered to a state-funded project site. File includes receipts.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy in office after 10 days paper copies of scanned records. Destroy in office electronic records 3 years after final estimate payment to the contractor. Transfer remaining paper records 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.

**DEPARTMENT OF TRANSPORTATION  
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FINAL ESTIMATE SECTION**

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Transferred.**

**ITEM 13997. AS-BUILT PLANS (FEDERAL AND STATE PROJECTS) FILE**

Records concerning quantitative summaries of construction projects and detailed plans that document construction designs, changes, and specifications. File includes as-built plans. (Reference copies of as-built plans are retained by Contract Standards and Development Unit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division Engineer's Office, Office of Division Engineer, Division Engineer's Project Reference (State and Federal) File (Item 25710).

**ITEM 14029. CONSTRUCTION UNIT CORRESPONDENCE FILE**

Records concerning projects involving the Final Estimate Section. File includes record copies of the Final Estimate Assembly submitted by the resident engineer through the division engineer; reference copies of proposal contract bonds for completed federal and state roadway and structure projects; and record copies of all project correspondence concerning lettings, construction, and progress of federal and state projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Construction Project Contracts (Federal and State Projects) File (Item 16714).

**ITEM 14030. CORRESPONDENCE FILE**

Records concerning construction matters and special problems encountered on projects. File includes construction audit reviews, resident engineer's office reviews, and survey instrument correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Construction Program File (Item 16701).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT  
HIGHWAY RECORDS SECTION**

**ITEM 2952. INACTIVE FEDERAL-AID PROJECTS (REPORTS AND CORRESPONDENCE) FILE**

Records in paper and electronic formats, including e-mail, of project reports required by PPM-30-9, "Recordkeeping Requirements for Federal-Aid Highway Departments." File includes Daily Reports of Bituminous Roadway Inspectors, Reports of Materials Received, Daily Concrete Inspectors' Reports, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records 3 years after final voucher payment is received from the Federal Highway Administration (FHWA). Transfer paper records to the State Records Center after final voucher payment from the FHWA. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 2957. INACTIVE STATE PROJECTS (REPORTS AND CORRESPONDENCE) FILE**

Project-related correspondence and reports documenting state projects involving no federal funds. File includes contracts; contract, project, and departmental correspondence; contractors' claims; work orders; consultants' agreements; and information concerning public hearings and contractors' insurance.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records 3 years after notification of final estimate payment. Transfer paper records to the State Records Center after notification of final estimate payment. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

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All items following are  
Discontinued or Transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT  
HIGHWAY RECORDS SECTION**

**ITEM 28779. ACTIVE PROJECTS (FEDERAL AND STATE) FILE**

Official federal and state project records. File includes planning reports, Federal Highway Administration work orders, agreements (municipal, engineering, and railroad), information concerning public hearings, general and bridge correspondence, consultants' reports, contract administration, estimates (monthly and final), contractors' claims, and permits.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Construction Project Contracts (Federal and State Projects) File (Item 16714).

**ITEM 28780. AS-BUILT PLANS (SECONDARY ROAD PROJECTS) FILE**

Original as-built plans detailing and documenting as-constructed design, construction changes, and specifications.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division Engineer's Office, Office of Division Engineer.

**ITEM 28781. CONSTRUCTION CORRESPONDENCE FILE**

Records concerning all areas of administration, supervision, and coordination of project activities. File includes copies of correspondence written by highway officials that concerns the overall management of construction work that is not assigned a specific project number.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Construction Program File (Item 16701).

**ITEM 28782. CONTRACTORS' FINANCIAL STATEMENTS (FEDERAL-AID PROJECTS) FILE**

Contractors' financial statements and experience questionnaires required annually by the Department of Transportation in order for a contractor to prequalify to bid on construction projects let to contract. File includes financial statements, experience questionnaires with list of contractors' equipment attached, and related correspondence concerning contractors' qualifications.

DISPOSITION INSTRUCTIONS: Function and records transferred to Contract Standard and Development Contractual Services Section.

**ITEM 28783. CONTRACTORS' NON-ACCEPTED PROPOSALS FILE**

Contractors' proposals submitted by the second lowest bidder on a project received from Roadway Design, Proposals and Contract Section. (Proposal is used if second lowest bidder is contracted at a later date. Proposals not accepted are not required by the Federal Highway Administration to be kept after the completion of a project.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Contract Standard and Development Contractual Services Section.

**ITEM 2956. CONTRACTORS' PAYROLL (FEDERAL-AID PROJECTS) FILE**

Contractors' payroll as submitted weekly by the contractor to the Construction Unit with copies to the Resident Engineer. File includes payroll or contractors' own payroll forms with State of Compliance as required by the U.S. Department of Labor. (Records are used for verifying partial payment to the contractor.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Inactive Federal-Aid Projects (Reports and Correspondence) File (Item 2952).

**ITEM 28784. COUNTY CORRESPONDENCE FILE**

Intra-agency correspondence and reports concerning construction and maintenance of county roads which have not been assigned a project number. (No federal funds are involved in the maintenance of the county road system and therefore no federal requirements govern the disposition of these records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Highways.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
CONSTRUCTION UNIT  
HIGHWAY RECORDS SECTION**

**ITEM 2959. FIELD BOOKS (SECONDARY ROAD PROJECTS) FILE**

Resident engineer's diaries, pay record books, and engineering field data books detailing the construction of a secondary road project.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records relating to state projects transferred to Construction Unit, Field Books (State Projects) File (Item 3120). Function and records relating to federal projects transferred to Construction Unit, Field Books (Federal-Aid Projects) File (Item 3121).

**ITEM 2953. INACTIVE FEDERAL-AID PROJECTS FILE**

Project-related correspondence required by PPM-30-9, "Recordkeeping Requirements for Federal-Aid Highway Departments." File includes Federal Highway Administration (FHWA) work orders, contracts, contract correspondence, contractors' claims, consultants' agreements, project correspondence, payment estimates (monthly and final), public hearings records, contractors' insurance information, and departmental correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Inactive Federal-Aid Projects (Reports and Correspondence) File (Item 2952).

**ITEM 2958. INACTIVE STATE PROJECTS (FINAL ESTIMATE PAYMENTS) FILE**

Records concerning monthly and final estimate payments of inactive state projects involving no federal funds.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Inactive State Projects (Reports and Correspondence) File (Item 2957).

**ITEM 28785. LOAD TICKETS (SECONDARY ROAD PROJECTS) FILE**

Receipts for materials (stone, asphalt, and other materials) delivered to a project site. (Copies of load tickets are retained as supporting documents for the final estimate payment.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records relating to state projects transferred to Construction Unit, Load Tickets (State Projects) File (Item 3118). Function and records relating to federal projects transferred to Construction Unit, Load Tickets (Federal-Aid Projects) File (Item 3119).

**ITEM 28786. NON-PROJECT RELATED AGREEMENTS FILE**

Non-project related agreements between the Department of Transportation and industry, municipalities, railroad companies, utility companies, and other state agencies. File includes records concerning property owned by the Department of Transportation used for industrial crossings, railroad or utility purposes, or facilities of other state agencies.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 28787. PROJECT DOCUMENTATION SUMMARY FILE**

Copies of project documentation summary sheets. Information includes state project number, federal-aid project number, county, type of contract, letting date, final estimate date, work order closing date, final voucher date, description of project, name of contractor, claim data, date claim settled, type of document, date copies sent to division office, related work order numbers, State Records Center box number, and date transferred.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Construction Unit, Construction Project Contracts (Federal and State Projects) File (Item 16714).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
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HIGHWAY RECORDS SECTION**

**ITEM 28789. SECONDARY ROADS CONSTRUCTION PROJECT FILE**

Project-related correspondence and reports documenting secondary road construction projects. File includes contracts; contract, project, and departmental correspondence; work orders; payment estimates; agreements; information concerning public hearings; and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records relating to federal projects transferred to Construction Unit, Inactive Federal-Aid Projects (Reports and Correspondence) File (Item 2952). Function and records relating to state projects transferred to Construction Unit, Inactive State Projects (Reports and Correspondence) File (Item 2957).