

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
HIGHWAY DESIGN BRANCH
STRUCTURE DESIGN 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

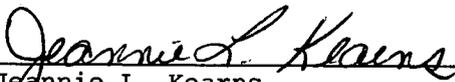
STRUCTURE DESIGN UNIT

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.

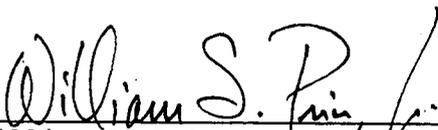
STRUCTURE DESIGN UNIT

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 This schedule is to remain in effect until superseded.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

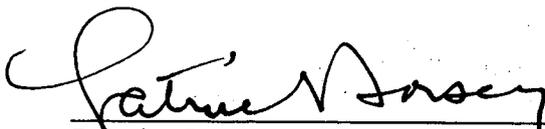

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


John Smith, Head
Structure Design Unit


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Thomas J. Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

June 15, 1992

MCC

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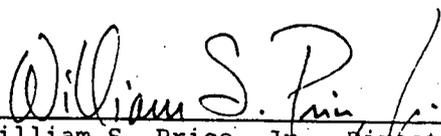
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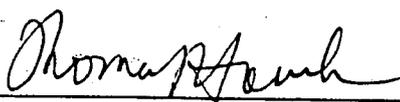
APPROVAL RECOMMENDED

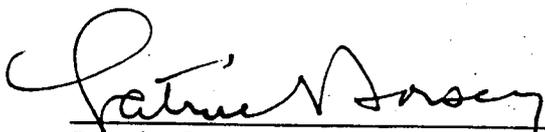

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

June 15, 1992

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ITEM 12957. CURRENT PROJECTS CORRESPONDENCE (STATE AND FEDERAL) FILE.

Records concerning bridge design and costs. File includes project correspondence, reports listing the number and costs of bridges, total estimated cost of structures, Bridge Survey Reports, Culvert Data Sheets, survey notes, structure schedules, project special provisions, and other related records.

DISPOSITION INSTRUCTIONS: Transfer approved shop drawings and relevant correspondence to Bridge Maintenance Unit, Bridge Maintenance Special Structures File (Item 25064) after closing of the work order. Transfer remaining reports to Hydraulics Unit, Project (State and Federal Projects) File (Item 23171) after closing of the work order.

ITEM 12958. CURRENT PROJECT DESIGNS AND COMPUTATIONS (STATE AND FEDERAL PROJECTS) FILE.

Structural design data, project reports, transmittal letters, and other related records for current design projects. File also includes preliminary design data not needed after completion of a project.

DISPOSITION INSTRUCTIONS: Transfer structural design data, preliminary design data, and project reports to Bridge Maintenance Unit, Bridge Maintenance Special Structures File (Item 25064) upon closing of work order. Destroy in office remaining records upon closing of the work order.

ITEM 12959. HEAD OF STRUCTURE DESIGN AND KEY HIGHWAY OFFICIALS CORRESPONDENCE FILE.

Non-project related correspondence and reports of the head of Structure Design with the Highway Administrator, Chief Engineer, Manager of Highway Design, and other unit heads. File also includes all reports prepared by the head of Structure Design as directed by key highway administrators.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12960. ORIGINAL STRUCTURE TRACING FILE.

Structure plan tracings prepared and updated by the Structure Design Unit.

DISPOSITION INSTRUCTIONS: Transfer structure tracings to Design Services Unit, Reproduction Section, when project is let.

ITEM 12961. OTHER STATES' HIGHWAY DEPARTMENTS POLICIES, PROCEDURES, AND REPORTS FILE.

Policy and procedure manuals, reports, and other related records issued by other highway departments.

DISPOSITION INSTRUCTIONS: Destroy in office policy and procedure manuals when superseded or obsolete. Destroy in office remaining records after 5 years.

ITEM 12966. FABRICATION DRAWINGS (FEDERAL-AID AND STATE PROJECTS) FILE.

Fabrication drawings submitted by fabricators let to contract on federal-aid and state projects.

DISPOSITION INSTRUCTIONS: Transfer hard copy to Construction Unit, Final Estimate Section after closing of the work order to be microfilmed with As-Built Plans (Federal and State Projects) File (Item 13997).

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ITEM 12967. STEEL FABRICATION DRAWINGS (STATE PROJECTS) FILE.

Steel fabrication drawings submitted by steel fabricators let to contract on state projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Fabrication Drawings (Federal-Aid and State Projects) File (Item 12966) immediately.

ITEM 33583. POLICY AND DESIGN CRITERIA MEMORANDUMS AND SOURCE MATERIAL FILE.

Memorandums issued by the unit head to structure design personnel, private engineering firms, or other units in the Department of Transportation concerning structure policy changes, design criteria, special provisions, and structure standards.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.