

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
HYDRAULICS 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

HYDRAULICS UNIT

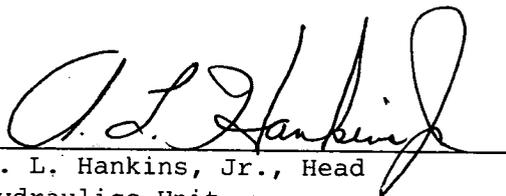
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

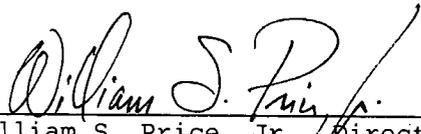
HYDRAULICS UNIT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

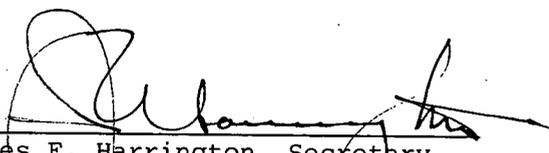
APPROVAL RECOMMENDED

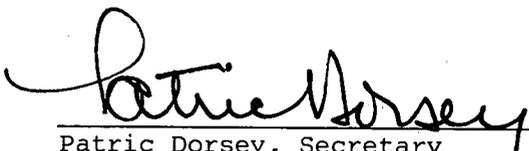

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


A. L. Hankins, Jr., Head
Hydraulics Unit


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

APPROVED


James E. Harrington, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

September 30, 1988

MCC

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DIVISION OF HIGHWAYS
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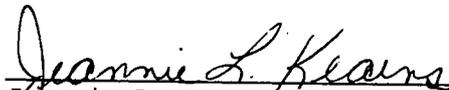
HYDRAULICS UNIT

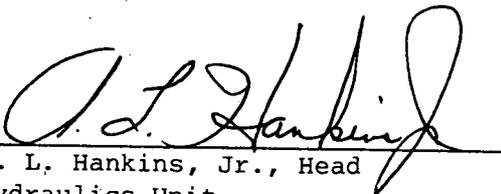
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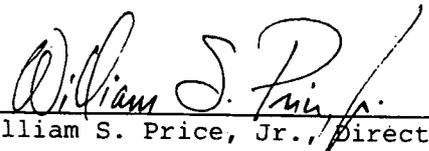
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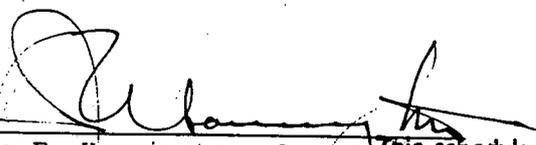
APPROVAL RECOMMENDED

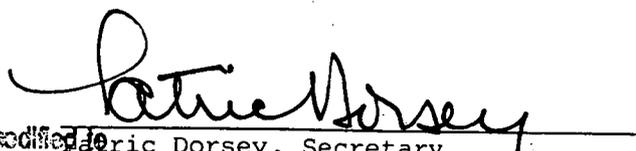

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This schedule was modified to comply with the provisions of the General Schedule for State Agency Records, effective October 1, 2000. Remaining items retain the original date shown below.

September 30, 1988

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**DEPARTMENT OF TRANSPORTATION
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ITEM 3111. BRIDGE INSPECTION REPORTS FILE.

Bridge inspection reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23155. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence and memorandums of the Manager of the Hydraulics Unit with unit heads in the Department of Transportation, other state agencies, and the federal government.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 23156. BRIDGE DATA SHEET FILE.

Bridge data cards.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23157. BRIDGE LOG FILE.

Log listing bridge projects completed.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23159. BRIDGE SURVEY DRAWINGS (PRIMARY AND SECONDARY) FILE.

Bridge survey drawings prepared by the Hydraulics Unit of bridges. Structure survey recommendations are attached.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23160. COUNTY FILE.

Survey plans, drainage system plans, and related field data developed by the Hydraulics Unit.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23161. DRAINAGE PLANS FILE.

Original drainage plans drawn by the Hydraulics Unit with copies of the Roadway Design Unit's plans and profiles of proposed highways.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23162. ENGINEERING METHODS AND MATERIALS FILE.

Reports, publications, and other technical records concerning engineering methods or equipment.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23163. FIELD NOTES FILE.

Culvert survey sheets prepared by Hydraulics Unit field staff.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23164. NEGATIVES OF EARLY PROJECTS FILE.

Negatives of photographs of all structures submitted by contractors during the construction phase of a project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives.

ITEM 23165. NONCURRENT PROJECTS BOOK FILE.

Report on early highway projects which have been completed and are now inactive.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 23169. PLANNING REPORTS FILE.

Planning and Research Branch's special investigations and recommendations for proposed projects including the county project maps.

DISPOSITION INSTRUCTIONS: Transfer to project files when project is let to contract.

ITEM 23171. PROJECT (STATE AND FEDERAL PROJECTS) FILE.

Project reports, correspondence, and all related technical records used by the Hydraulics Unit to determine drainage requirements. File includes surveys, maps, and plans that document the Hydraulics Unit's projects and explain project activities of other highway units.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends or after the closing of the work order.

ITEM 23172. QUAD MAPS FILE.

Tennessee Valley Authority and United States geological survey maps.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23174. SOIL CONSERVATION SERVICE WATERSHED PROJECTS FILE.

Supplemental watershed work plans and watershed work plans developed by the United States Department of Agriculture.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23175. STREAM SURVEYS FILE.

Stream surveys.

DISPOSITION INSTRUCTIONS: Retain in office permanently.