

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MAINTENANCE OPERATIONS AND FLEET AND MATERIAL 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

MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT

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.

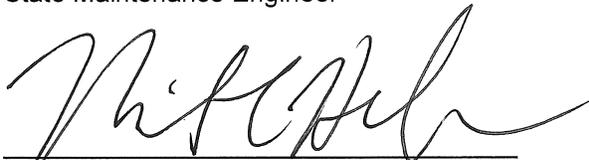
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated 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

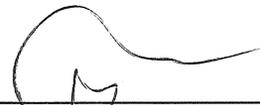

Carr McLamb
Chief Records Officer

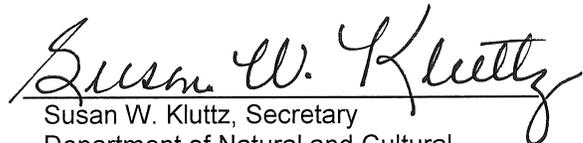

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APPROVED


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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 after 5 years.

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 24827. DIRECTOR'S ADMINISTRATIVE CORRESPONDENCE FILE

Fleet and Material Management's correspondence and reports with other sections, branches, or unit heads in the Division of Highways advising them of Fleet and Material Management procedures.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 39059. EQUIPMENT MASTER (ELECTRONIC) FILE

Electronic records concerning equipment costs and depreciations, complements, and rental rates. File includes data fields consisting of equipment numbers, year models, year of purchase, capital costs, equipment book values, depreciation values, class codes, rates, and other related data.

DISPOSITION INSTRUCTIONS: Purge data fields 5 years after disposal of equipment.

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 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 39066. PLANT MAINTENANCE ORDERS (ELECTRONIC) FILE

Electronic records concerning maintenance performed by Equipment personnel. File include data fields consisting of job order numbers, dates of jobs, description of jobs, estimated costs, and other related data.

DISPOSITION INSTRUCTIONS: Purge data fields 5 years after disposal of equipment.

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 after 5 years.

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.

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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 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 39069. SPECIFICATIONS (ELECTRONIC) FILE

Electronic records concerning standard equipment specifications prepared by equipment engineers. File includes data fields consisting of title of specification, class codes, dates created, description of items, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 13598. WEIGH STATION FILE

Correspondence, reports, budget material, work orders, advertising material, maps and blueprints, and other records concerning truck weigh stations.

DISPOSITION INSTRUCTIONS: Destroy in office when weigh station is decommissioned.

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The following 27 items will be
discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION
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MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT**

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: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

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: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

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: Item discontinued. All records destroyed.

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: Item discontinued. Superseded by the General Schedule for State Agency Records (Legislative File).

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: Item discontinued. Function and records transferred to Specifications (Electronic) File (Item 39069).

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

Correspondence and reports concerning accidents involving Department of Transportation equipment.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Accident/incident Reports File).

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: Item discontinued. Superseded by the General Schedule for State Agency Records (Accident/Incident Reports File).

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: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION
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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: Item discontinued. All records destroyed.

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: Item discontinued. Function and records transferred to Specifications (Electronic) File (Item 39069).

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

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 24877. OUTSIDE STATE AGENCIES FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 24878. BOILER INSPECTION REPORTS FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 24879. INMATE LABOR FILE

Correspondence and monthly reports on inmate labor.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 24888. PARTS-ISSUE VERIFICATION FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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: Item discontinued. All records destroyed.

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: Item discontinued. All records destroyed.

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ITEM 24901. MOTOR VEHICLES TITLES FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Vehicle Titles File).

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: Item discontinued. Function and records transferred to Equipment Master (Electronic) File (Item 39059).

ITEM 24913. EQUIPMENT DOWN FOR REPAIRS REPORTS FILE

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

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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: Item discontinued. All records destroyed.

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: Item discontinued. All records destroyed.

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: Item discontinued. All records destroyed.

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: Item discontinued. Function and records transferred to Equipment Master (Electronic) File (Item 39059).

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: Item discontinued. Function and records transferred to Equipment Master (Electronic) File (Item 39059).

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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: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION
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MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT
PAVEMENT MANAGEMENT**

ITEM 50731. CONSULTANT REPORTS FILE

Records concerning pavement management. Files include reports presented to NCDOT by a consultant firm.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 50732. POLICIES AND PROCEDURES FILE

Memoranda from head of Pavement Management Unit to division personnel documenting policies and procedures concerning statewide pavement maintenance activities and programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 50733. MAINTENANCE ACTIVITIES FILE

Records concerning pavement management activities such as asphalt overlays, resurfacing, paving, and patching that are conducted, requested, or performed by the Pavement Management Unit. Files include studies and research about operations, unit costs, and expenditures.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 50734. MAINTENANCE MANUALS FILE

Records concerning manuals produced by the Pavement Management Unit. Files include reference materials, concerning equipment, maintenance management, condition surveys, and research. File also includes books, pamphlets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 50735. PAVEMENT MANAGEMENT SYSTEM FILE

Electronic records concerning all phases of the Pavement Management System used to monitor historical and current conditional data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT
STATE MAINTENANCE BRANCH**

ITEM 13592. CONSULTANT REPORTS FILE

Reports on maintenance management presented to the Department of Transportation by a consultant firm.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 13594. MAINTENANCE ACTIVITIES FILE

Records concerning maintenance activities conducted by the State Maintenance Branch. File includes work functions, operations, unit costs, and expenditures. File also includes weekly summaries of force account maintenance personnel and equipment, time and motion studies on crack pouring, and studies of maintenance activities such as mowing, side ditching and shoulder cross-section, systematic drainage, asphalt overlays, resurfacing edging, paving, and patching.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 13591. MAINTENANCE MANUAL FILE

Records concerning maintenance manual produced by the State Maintenance Branch. File includes reference materials concerning equipment, construction of dams and culverts, pavements, shoulder and roadside maintenance, encroachments, snow and ice control, maintenance management, research, paint tests, and bituminous patching. File also includes books, pamphlets, and other manuals used as references.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 13602. NON-DECLARED EMERGENCY FILE

Reports from division engineers concerning damage to roads due to floods and other severe weather. File includes estimates of damages caused by floods and by extreme heat and cold.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 13604. OUTDOOR ADVERTISING AND JUNKYARD CONTROL FILE

Electronic records concerning outdoor advertising signs and junk yards in North Carolina. File includes correspondence, requests and purchase requisitions for permit tags, policies, and cancellations of permits.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 13593. PLANNED MAINTENANCE PROGRAM FILE

Computer printouts concerning all phases of the Planned Maintenance Program used to monitor the program.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13580. POLICIES AND PROCEDURES FILE

Memoranda from the head of State Maintenance Branch to division personnel documenting policies and procedures concerning statewide maintenance activities and programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT
STATE MAINTENANCE BRANCH**

ITEM 3135. PRISON LABOR REPORTS AND CORRESPONDENCE FILE

Reports, memorandums, correspondence and agreements concerning the use of inmate labor by the Department of Transportation for maintenance work. File includes labor reports compiled by state road maintenance showing the distribution of prisoners by county and the amount of prison labor engaged in per month. Report lists each prison unit and the total number of inmates engaged in each location. File also includes correspondence of the head of State Maintenance Branch and division engineers with prison officials regarding the furnishing of prison labor to maintain highways, the shortage of prisoners for highway work, prisoners' work schedules, and replacements for escapees and prisoners who are discharged; records concerning inmate labor working conditions; and prison labor agreements between the Department of Transportation and the Department of Public Safety.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 13599. SNOW AND ICE CONTROL FILE

Memoranda, reports, circulars, articles, maps, and other material concerning snow and ice control. File includes copies of memoranda from head of State Maintenance Branch to division personnel on the calibration of salt spreaders and maps showing snow and ice control storage facilities, bare pavement routes, salt inventories, and weather service information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 13581. UNIT CORRESPONDENCE FILE

Correspondence and memoranda of the head of State Maintenance Branch with other units of the Department of Transportation, other agencies, division engineers, personnel, and the general public.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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The following 12 items will be
discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION
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MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT
STATE MAINTENANCE BRANCH**

ITEM 13586. WORK ORDER AND FORCE ACCOUNT FILE

Copies of Change Work Order Form and state project work order reports to the head of Maintenance Unit from the area maintenance engineers and maintenance-final inspection reports for force account construction operations. Each force account report shows division, district, county, road number, length of road, date of observation and weather, report on work performed, and recommendations.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 13589. LITTER POLICY FILE

Correspondence and memorandums concerning highway litter. File includes circulars on litter, memorandums on the handling of litter, copies of the Highway Beautification Act, and correspondence with "Keep America Beautiful, Inc."

DISPOSITION INSTRUCTIONS: Function and records transferred to Field Support, Roadside Environmental Unit, Office of Beautification.

ITEM 13590. ASPHALT PLANT INVENTORIES FILE

Inventories of asphalt plants from which divisions of the Maintenance Unit may procure quantities of asphalt.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 13597. MECHANICAL LITTER PICKUP MACHINE FILE

Working papers and evaluation reports concerning litter pickup machines.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 13600. MAINTENANCE FILE

Various reports and papers concerning maintenance operations.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Maintenance Activities File (Item 13594)

ITEM 13601. AREA MAINTENANCE ENGINEERS' CORRESPONDENCE FILE

Correspondence of the area maintenance engineers primarily with the head of Maintenance Unit. Correspondence concerns equipment, routine office matters, encroachments, construction, weather damage, inspection of machines, investigation of complaints, and analyses of mower accidents.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 13603. HIGHWAY RESEARCH BOARD FILE

Correspondence concerning Highway Research Board meetings and Information Exchange Bulletins published by the board.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Technical Services, Transportation Program Management, Research and Development, National Research Obligation File (Item 23430).

ITEM 13605. MAINTENANCE PERSONNEL AND EQUIPMENT COMPLEMENTS FILE

Approved personnel and equipment complements for each division, district, county, road oil unit, and landscape unit. File includes division correspondence and statewide summaries.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION
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MAINTENANCE OPERATIONS AND FLEET AND MATERIAL MANAGEMENT
STATE MAINTENANCE BRANCH**

ITEM 13606. MUNICIPAL MAINTENANCE AGREEMENTS FILE

Approved municipal maintenance agreements. File includes official copies of allocation summaries, notifications of equipment rental, rate changes, payroll additive charges to cities, and all related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Technical Services, Transportation Program Management, Programs Management, Local Programs Management, Agreements File (Item 16508).

ITEM 13607. METHODS IMPROVEMENT PROGRAM FILE

Copies of Methods Improvement Report. File includes recommendations for implementation or rejection and all related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 13608. OIL SPILL PREVENTION, CONTROL, AND COUNTERMEASURES PLAN FILE

Approved division plans in compliance with federal and state laws for oil spill prevention, control, and countermeasures. File includes policies and procedures, laws, equipment assignments, oil spill documentation, and all related correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to Chief Engineer – Operations, Division Engineer’s Office.

ITEM 13614. PROFESSIONAL HOUSEMOVERS FILE

Temporary and renewable licenses issued to house movers. File includes licenses or surety bonds.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Highways, Transportation Mobility and Safety Division, Oversize/Overweight Permits Unit.