

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS 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

MATERIALS AND TESTS UNIT

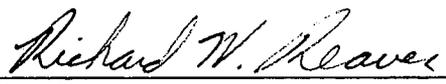
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

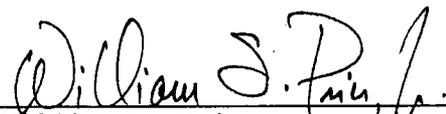
MATERIALS AND TESTS UNIT

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

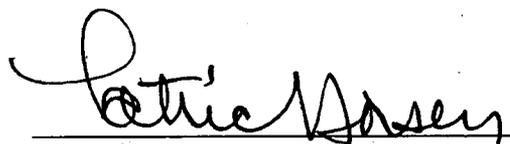

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Richard W. Reaves, Head
Materials and Tests Unit


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

APPROVED


James E. Harrington, Secretary
Department of Transportation

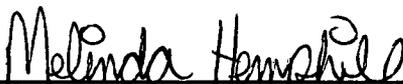

Patric Dorsey, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT

Amend the records retention and disposition schedule approved May 1, 1989 by changing the description for Items 38787 and 38788, by changing the disposition instructions for Item 38789 as shown on substitute page dated October 18, 1996.

APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



Richard W. Reaves, Head
Materials and Tests Unit

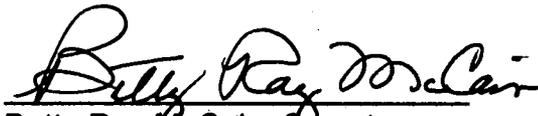


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Garland B. Garrett, Jr., Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

October 18, 1996

MS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT

Amend the records retention and disposition schedule approved May 1, 1989 by changing the series title and description for Item 23371 and by adding Items 38786, 38787, 38788, 38789, and 38790 shown on substitute pages dated May 3, 1996.

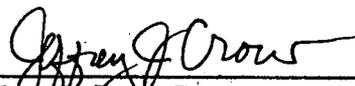
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



Richard W. Reaves, Head
Materials and Tests Unit

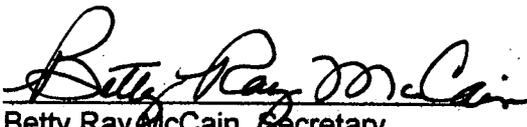


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Garland B. Garrett, Jr., Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

May 3, 1996

MS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT

Amend the records retention and disposition schedule approved May 1, 1989 by changing the disposition instructions for Item 23393 as shown on substitute page dated May 9, 1994.

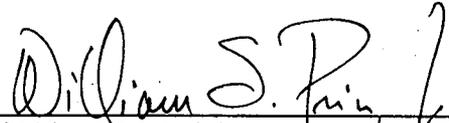
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation

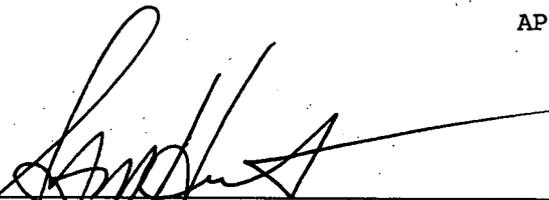


Richard Reeves, State Materials Engineer
Materials and Tests Unit

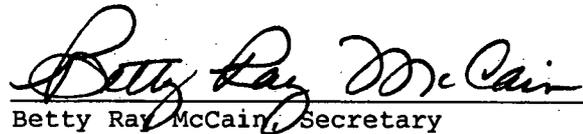


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Sam Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

May 9, 1994

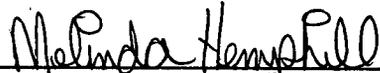
MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

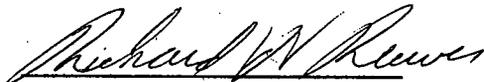
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT

Amend the records retention and disposition schedule approved May 1, 1989 by changing the description for Items 23378 and 23396; by changing the description and disposition instructions for Items 23381, 23391, and 23398 as shown on substitute pages dated February 6, 1995.

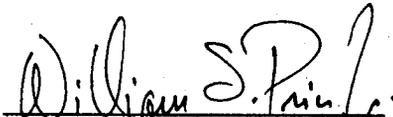
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer

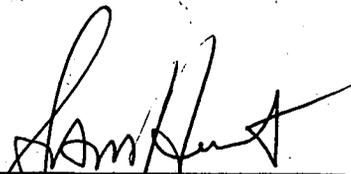


Richard W. Reaves, State Material
Engineer, Materials and Tests Unit



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

APPROVED



Sam Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

February 6, 1995

MS

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS 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

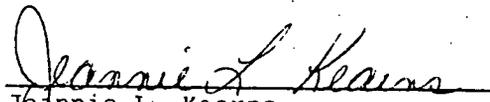
MATERIALS AND TESTS UNIT

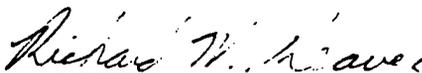
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

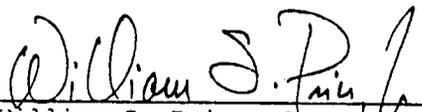
MATERIALS AND TESTS UNIT

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.

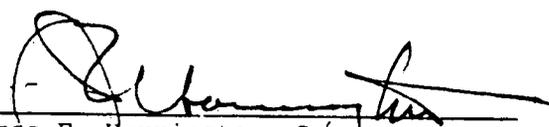
APPROVAL RECOMMENDED

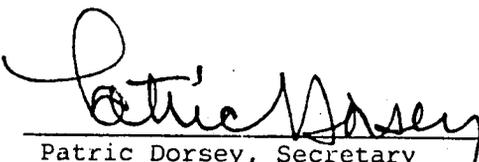

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Richard W. Reaves, Head
Materials and Tests 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

May 1, 1989

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.

MCC

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT**

ITEM 23369. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence, memorandums, reports, and related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 23371. ASPHALT LABORATORY TESTS WORKING (STATE AND FEDERAL PROJECTS) FILE.

Daily test reports, field notes, and related records on asphalt samples taken from project construction. Amended 5-3-96

DISPOSITION INSTRUCTIONS: Destroy in office state project records after 3 years. Destroy in office federal project records after 5 years.

ITEM 23372. CHEMICAL LABORATORY TESTS WORKING (STATE AND FEDERAL PROJECTS) FILE.

Daily tests reports, field notes, and related records used to verify chemical analysis of materials used on state construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office state project records 3 years after closing of the work order. Destroy in office federal project records 5 years after closing of the work order.

ITEM 23373. CONCRETE BEAM FLEXURAL STRENGTH REPORTS FILE.

Test reports on the quality of concrete beams.

DISPOSITION INSTRUCTIONS: Transfer to the appropriate project file after 2 years.

ITEM 23374. CONCRETE COMPRESSION TEST REPORTS FILE.

Test reports and other records concerning the compression of concrete.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 23375. CONCRETE PIPE INSPECTION (FEDERAL AND STATE PROJECTS) FILE.

Reports concerning the use of concrete pipe on state construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office state project reports 3 years after closing of the work order. Destroy in office federal project reports 5 years after closing of the work order.

ITEM 23377. FABRICATOR'S CERTIFICATION FILE.

Manufacturer's certification of compliance with material specifications as prescribed by the Department of Transportation. File includes fabricator's certificate of compliance, copies of purchase orders, and all related correspondence. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 23378. FEDERAL PROJECTS FILE.

Test reports, contract records, Jute Mesh Inspection Reports, reports on steel and other metals, and Federal Highway Administration sample test reports which provide information concerning materials used on federal construction projects. Amended 2-6-95

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final voucher payment by the Federal Highway Administration and when released from all audits, whichever occurs later.

ITEM 23379. FIELD INSPECTOR'S TEST REPORTS (STATE AND FEDERAL PROJECTS) FILE.

Reports of construction material tests performed by the field staff at the construction site and at the plant where the construction material is manufactured.

DISPOSITION INSTRUCTIONS: Destroy in office state project reports 3 years after closing of the work order. Destroy in office federal project reports 5 years after closing of the work order.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT**

ITEM 23381. JUTE MESH INSPECTION REPORTS FILE.

Jute Mesh Inspection Reports including sample identifications and distribution cards for pretested material. Amended 2-6-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Federal Projects File (Item 23378) and/or State Projects File (Item 23396) as appropriate.

ITEM 23383. NUCLEAR TESTING SECTION FILE.

Reports and data concerning nuclear testing performed by construction personnel.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after project has been completed.

ITEM 23386. PHYSICAL TESTING LABORATORY LOG BOOK FILE.

Log book recording all samples received in laboratory and status of routine tests.

DISPOSITION INSTRUCTIONS: Destroy in office after 15 years.

ITEM 23387. PHYSICAL TESTING LABORATORY SAMPLE CARDS FILE.

Laboratory sample test cards verifying the physical characteristics of materials used on state and federal-aid projects.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after receipt of sample.

ITEM 23388. PHYSICAL TESTING LABORATORY FIELD SAMPLE INDEX CARDS FILE.

Card index of laboratory sample cards.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after receipt of sample.

ITEM 23389. PRESTRESSED CONCRETE BRIDGE REPORTS FILE.

Reports concerning prestressed concrete used in the construction of bridges.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 23390. RECORD SAMPLE TESTING FILE.

Progress and final sample test reports on materials (soil, stone, sand, asphalt, concrete, etc.) used in the construction of federal-aid projects.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final estimate payment to the contractor.

ITEM 23394. SOILS LABORATORY TEST REPORTS PROJECT (STATE AND FEDERAL) FILE.

Test reports showing the results of tests performed by the Soil Laboratory including field reports of work done by Soils Investigation Section.

DISPOSITION INSTRUCTIONS: Destroy in office state project reports after 3 years. Destroy in office federal project reports after 5 years.

ITEM 23395. SPECIAL PROVISIONS REFERENCE FILE.

Specifications and standards for materials and procedures prepared by the Department of Transportation for compliance on construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23396. STATE PROJECTS FILE.

Test reports, concrete reports, Jute Mesh Inspection Reports, contract records, reports on steel and other metals, and other records which provide information concerning materials used on state construction projects. Amended 2-6-95

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final estimate payment to the contractor.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS AND TESTS UNIT**

ITEM 23397. STEEL TEST REPORTS FILE.

Reports on tests performed by the Materials and Tests Laboratories on samples of steel and other metals submitted by the manufacturers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 23398. TEST REPORTS FILE.

Test reports conducted by various laboratory sections of the Materials and Tests Unit. Amended 2-6-95

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Federal Projects File (Item 23378) and/or State Projects File (23396) as appropriate.

ITEM 23400. WELDER'S CERTIFICATES FILE.

Certificates issued by the American Welder's Society certifying the competence of field and shop welders of companies contracted by the Department of Transportation to supply construction material.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 38789. JOB REPORT (FORM FR-11T) FILE.

Reports used to collect cost accounting information on labor, equipment, materials, and work accomplished. Reports list department and county where employees and equipment assigned, dates, work order numbers, employees' work time, equipment work time, materials used from inventory, and other related data. Amended 10-18-96

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.