DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
OPERATIONS PROGRAM 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

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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.

March 15, 2016 Courtney Bailey

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

Delbert Roddenberry, Manager
Operations Program Management

Michael L. Holder, Chief Engineer
Division of Highways

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Nicholas Tennyson, Secretary
Department of Transportation

Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

March 15, 2016

Courtney Bailey

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
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ITEM 25178. ACCESS ROADS FILE

Electronic records which summarize access road construction progress. File includes county name, work order, estimated construction cost, secondary road numbers, length in miles, location information, and description.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 25180. ACCESS TO INDUSTRIAL SITES, PUBLIC SCHOOLS, AND OTHER PUBLIC SERVICE ROADS FILE

Requests for access roads to industrial sites, public schools, and other sites. File includes correspondence, maps, plans, cost estimates, and other related records. These roads are funded from the Access and Public Service Road Fund.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 25187. COUNTY CONSTRUCTION FILE

Electronic records concerning secondary road plans for each year which list planned projects of total annual construction allocation for each county, state roads under consideration, and the length, construction, project description, and estimated cost of each project.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 25193. IMPROVEMENT PRIORITIES FILE

Electronic records concerning secondary road improvement priorities. File includes a priority rating of roads to be paved and is used as reference in keeping abreast of secondary road improvements. File also includes listings of paving priorities for unpaved secondary roads that indicate priority, road number, length of road, rating, average daily traffic, total points, and estimated cost to pave.

DISPOSITION INSTRUCTIONS: Purge spreadsheet after 4 years.

ITEM 25204. SECONDARY ROAD PLAN FILE

Records in paper and electronic formats concerning requests for secondary roads projects. File includes forms, maps, plats, and copies of correspondence of the secondary roads officer to the controller with checks attached from property owners for cost of road improvements. File also includes lists of secondary road projects for a given county, scratch change of work order surveys, and erosion control and addition forms.

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

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All items following are discontinued.

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ITEM 25181. ACCESS TO PUBLIC SCHOOLS FILE

Requests for access roads to public schools. File includes correspondence, maps, plans, and other related records. These roads are funded from the Access and Public Service Road Fund.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Access to Industrial Sites, Public Schools, and Other Public Service Roads File (Item 25180).

ITEM 25182. AGENDA FILE

Secondary roads agenda for Board of Transportation meetings. File includes requests for approval of projects from the Access and Public Service Road Fund. File also shows additions to the secondary roads system, abandonments, corrections to the minutes, and requests for approval of construction projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25183. BOARD OF TRANSPORTATION AND SECONDARY ROADS COUNCIL MINUTES FILE

Copies of Board of Transportation and Secondary Roads Council meeting minutes.

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

ITEM 25185. COUNTY CONSTRUCTION BOOKS FILE

Agenda items summarizing county construction on secondary roads for each fiscal year.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25186. COUNTY CONSTRUCTION FILE

Resolutions passed by county boards to request improvements to a secondary road or to have the Board of Transportation approve such requests. File includes related correspondence from the secondary roads officer.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25190. FINANCIAL STATEMENTS FILE

Annual reports of the controller and the annual financial statement of the Department of Transportation.

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

ITEM 25192. HIGHWAY ADMINISTRATOR'S CORRESPONDENCE FILE

Routine office memoranda from the highway administrator and the secondary roads officer to the highway administrator. File concerns employee relations, disciplinary actions, and notification of board meetings or board approval of agendas.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25194. MISCELLANEOUS REQUESTS FILE

Requests from the public concerning signs, additions, signalization, maintenance, and similar items relating to secondary roads.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Requests for Information File.

ITEM 25195. NOT ADDED PETITIONS FILE

Petitions and correspondence from citizens for secondary roads that have not met the requirements for addition to the state maintained system. (File is used as reference in responding to inquiries concerning secondary roads and in handling future requests to add roads to the secondary roads system.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Improvement Priorities File (Item 25193).

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ITEM 25196. OTHER ACCESS ROADS FILE

Correspondence concerning construction of access and public service roads by contractors. File includes approval of project, payment authorization, cost estimates, description of road, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Access to Industrial Sites, Public Schools, and Other Public Service Roads File (Item 25180).

ITEM 25197. PENDING FILE

Requests forwarded to division and district engineers and the Traffic Engineering Branch for information or reports on secondary road status.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25198. PETITION CARD INDEX FILE

Cards listing secondary road name, county, date of petition, and status (not qualified, added, abandoned).

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25199. ROAD NAME FILE

Official listings of all secondary roads by name and number prior to 1985.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25200. SECONDARY ROAD BOND PROJECT FILE

Lists of secondary road projects approved and funded by a road bond issue. Listing includes state road number, work order number, length of road, estimated cost, and requests for additional funds. Approved projects are posted in order to update file.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25201. SECONDARY ROAD IMPROVEMENT FILE

Requests from the public for various kinds of secondary road improvements. File includes correspondence from the secondary roads officer.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Requests for Information File.

ITEM 25203. SECONDARY ROAD PAVING FILE

Requests from the public for paving secondary roads. File includes data on property owner participation and non-property owner participation funding and rating sheets for unpaved secondary roads.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Requests for Information File.

ITEM 25206. TURNPIKE AUTHORITY FILE

Consultant reports on a proposed Outer Banks turnpike. File includes correspondence between the Secretary of the Department of Transportation, consultant firms, and the Turnpike Authority.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25207. UNPAVED SECONDARY ROADS-PAVING PRIORITIES FILE

Listings of paving priorities for unpaved secondary roads which indicates priority, road number, length of road, rating, average daily traffic, total points, and estimated cost to pave. (List is used as reference when request is received for paving secondary roads.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Improvement Priorities File (Item 25193).

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ITEM 25208. WAKE COUNTY PRIORITY RATING SHEET FOR UNPAVED SECONDARY ROADS FILE

Reports on priority rating of unpaved secondary roads in Wake County. Reports list state road number, length, and local name of road. Priority for paving is determined by accumulation of points in several categories including land use and public service characteristics, traffic characteristics, general route characteristics, and number of subdivision streets.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Improvement Priorities File (Item 25193).