

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE 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

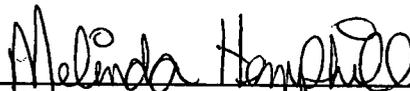
ADMINISTRATIVE UNIT

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.** The

ADMINISTRATIVE 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 This schedule is to remain in effect until superseded.

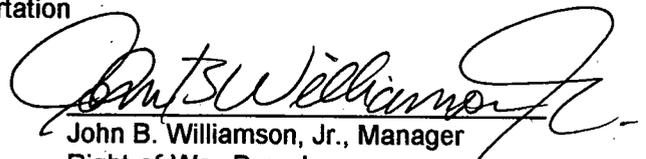
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer  
Department of Transportation



Charles M. Timberlake, State Administrative Agent  
Right-of-Way Branch



John B. Williamson, Jr., Manager  
Right-of-Way Branch



Len Sanderson, Highway Administrator  
Division of Highways



Jeffrey J. Crow, Director  
Division of Archives and History



E. Norris Tolson, Secretary  
Department of Transportation

APPROVED



Betty Ray McCain, Secretary  
Department of Cultural Resources

October 30, 1998

MS

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE UNIT

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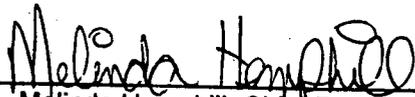
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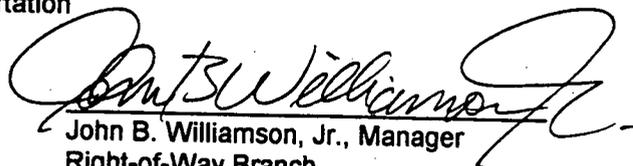
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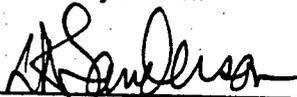
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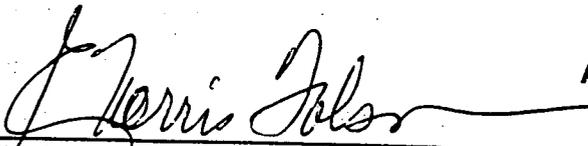
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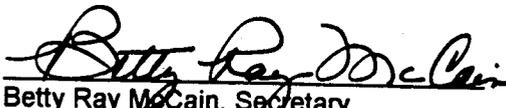


Jeffrey J. Crow, Director  
Division of Archives and History



E. Norris Tolson, Secretary  
Department of Transportation

APPROVED



Betty Ray McCain, Secretary  
Department of Cultural Resources

October 30, 1998

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.

MS

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 3145. CLOSED CLAIMS (STATE-AID PROJECTS) FILE.**

Records concerning closed right-of-way claims for state-aid projects. File includes payment of damages information as a result of highway construction, documents supporting appraisal and relocation, and financial assistance offered property owners in accordance with G. S. 133, Article 2.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after settlement of claim. Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently stored in the State Records Center 10 years from date received.

**ITEM 3146. CLOSED CLAIMS (FEDERAL-AID PROJECTS) FILE.**

Records concerning closed right-of-way claims for federal-aid projects. File includes payment of damages information as a result of highway construction, documents supporting appraisal and relocation, and financial assistance offered property owners in accordance with G.S. 133, Article 2.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after payment of the final voucher by Federal Highway Administration (FHWA). Records will be held for agency in the State Records Center 10 additional years and then destroyed. Destroy records currently stored in the State Records Center 10 years from date received.

**ITEM 3625. STATE AND FEDERAL-AID PROJECTS AGREEMENTS AND DEEDS FILE.**

Correspondence and right-of-way agreement records concerning acquisition of property.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 12904. COMPLETED RIGHT-OF-WAY STATE-AID PROJECTS FILE.**

Records concerning completed right-of-way projects. File includes appraisal cost records, budget records, correspondence concerning acquisition of right-of-way property, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center 1 year after closing of work order. Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office remaining records 1 year after closing of work order.

**ITEM 12905. COMPLETED RIGHT-OF-WAY FEDERAL-AID PROJECTS FILE.**

Records concerning completed right-of-way projects. File includes appraisal cost records, budget records, correspondence concerning acquisition of right-of-way property, and other related records.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the State Records Center 1 year after final voucher payment by Federal Highway Administration (FHWA). Records will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy remaining records in office 1 year after final voucher payment by FHWA.

**ITEM 12918. APPALACHIAN PROGRAM PROJECTS (FEDERAL-AID PROJECTS) AGREEMENTS FILE.**

Agreement records concerning Appalachian Program projects.

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

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 13356. RIGHT-OF-WAY AGREEMENTS (IMPROVEMENTS) AND DEEDS FILE.**

Notarized Right-of-Way Agreements signed by property owners authorizing the Department of Transportation to use privately-owned property for right-of-way purposes on highway improvements projects. File also includes copies of Encroachment Contract (Form R/W 6) between the Board of Transportation and another party permitting the second party to use highway right-of-way for other purposes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 16481. CURRENT BILLING DETAIL RIGHT-OF-WAY EXPENDITURES (FEDERAL-AID PROJECTS) FILE.**

Monthly computer listings prepared specifically to provide the Federal Highway Administration with a complete breakdown of expenditures authorized for right-of-way acquisitions. (Each listing is submitted monthly to Federal Highway Administration with other listings detailing and providing a breakdown of all project expenditures and is used to verify Right-of-Way Branch expenditures.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16482. CURRENT BILLING-EXCEPTIONS YEAR-TO-DATE (FEDERAL-AID PROJECTS) FILE.**

Monthly computer listings prepared specifically to provide the Federal Highway Administration with cumulative details of project expenditures for work orders on which current billing has been suspended. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month.

**ITEM 16483. TRANSFER OF CHARGES FILE.**

Standard forms used by Department of Transportation units to notify accounting of corrections to be made on Current Billing Reports. (This information is prepared for the Federal Highway Administration monthly and used to verify changes in Current Billing as submitted by Right-of-Way Branch and is not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16484. CREDIT FILE.**

Credit vouchers and related correspondence transmitted through Right-of-Way Branch to Fiscal Section from division right-of-way agents. Information concerns collections for sale or rental of state-owned property and is used to verify correct posting of right-of-way parcel and project numbers and to monitor collections credited to Right-of-Way Branch functions. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16486. TRAVEL EXPENSE VOUCHERS FILE.**

Travel voucher forms concerning authorized travel and subsequent payment. Form is used to report travel expenses, to request reimbursement, and to monitor departmental travel funds. File includes out-of-state travel requests, expense vouchers, and all related correspondence and reports.

DISPOSITION INSTRUCTIONS: Records transferred to Manager of Right-of-Way Unit.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 16487. PAYROLL FILE.**

Standard computer payroll sheets. File includes biweekly payroll registers, bond and savings notes reports, leave reports, and year-to-date master controls. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Records transferred to Manager of Right-of-Way Unit.

**ITEM 16488. FIELD PAYROLL WORKSHEETS FILE.**

Field payroll worksheets used in preparing each employee's time worked. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Records transferred to Manager of Right-of-Way Unit.

**ITEM 16490. CONSOLIDATED INDEX (UNPAID FEDERAL-AID PROJECTS) FILE.**

Index card file listings of all unpaid federal-aid projects in the state.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16491. CLOSED PROJECT DESCRIPTIONS FILE.**

Completed work orders concerning the closing project date and date of right-of-way closing for each project.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16496. URBAN BOND PROGRAM PROJECTS AGREEMENTS AND DEEDS FILE.**

Correspondence and agreement records concerning urban bond projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 16498. RURAL BOND PROGRAM PROJECTS AGREEMENTS AND DEEDS FILE.**

Correspondence and agreement records concerning rural bond projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 16500. BEAUTIFICATION PROGRAM PROJECTS AGREEMENTS AND DEEDS FILE.**

Correspondence and agreement records concerning beautification program projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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 16502. RIGHT-OF-WAY AGREEMENTS (ADDITIONS) AND DEEDS FILE.**

Notarized Right-of-Way Agreements signed by property owners authorizing the Department of Transportation to use privately-owned property for right-of-way purposes on highway additions (projects involving roads added to the state-maintained system as petitioned by private owners). File also includes copies of Encroachment Contract (Form R/W 6) between the Department of Transportation and another party permitting the second party to use right-of-way for other purposes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 16503. APPRAISAL CONTRACTS (STATE AND FEDERAL-AID PROJECTS) FILE.**

Appraisal contracts concerning procedures to be followed by appraisers contracted by the Department of Transportation to appraise right-of-way parcels. File includes supporting pay records such as Pay Orders (Form R/W 25), related correspondence, and reports.

DISPOSITION INSTRUCTIONS: Records transferred to State Appraiser's Office.

**ITEM 16505. HOUSE MOVING CONTRACTOR'S (STATE AND FEDERAL-AID PROJECTS) FILE.**

Records concerning state and federal-aid projects involving the relocation of dwellings. File includes proposals and contracts, powers of attorney, contract bonds, owners' releases, bid correspondence, and pay order. Information concerns procedures to be followed by house moving contractors, contract insurance required for the protection of the Department of Transportation, bid procedures, and payments made to the contractor.

DISPOSITION INSTRUCTIONS: Records transferred to State Property Management Relocation Agent.

**ITEM 16510. OPEN CLAIMS (STATE AND FEDERAL-AID PROJECTS) FILE.**

Correspondence and reports concerning negotiations with property owners for the purchase of right-of-way property. File also includes or concerns payment information for damages as a result of highway construction, documents supporting appraisal and relocation, and financial assistance offered property owners in accordance with G.S. 133, Article 2.

DISPOSITION INSTRUCTIONS: Transfer to Closed Claims (State-Aid Projects) File (Item 3145) or Closed Claims (Federal-Aid Projects) File (Item 3146) as appropriate upon closing of the claim and final payment.

**ITEM 16515. OPEN RIGHT-OF-WAY PROJECTS (STATE AND FEDERAL-AID PROJECTS) FILE.**

Agreement appraisal costs and budget records, correspondence, deeds, and judgments used to verify the ownership of property acquired by the state for right-of-way purposes. File includes project-related correspondence and reports supporting the costs and detailing the progress of right-of-way activities.

DISPOSITION INSTRUCTIONS: Transfer to Completed Right-of-Way State-Aid Projects File (Item 12904) or Completed Right-of-Way Federal Aid Projects File (Item 12905) as appropriate upon closing of work order (State-Aid Projects) or final voucher payment by Federal Highway Administration (FHWA) (Federal-Aid Projects).

**ITEM 23864. LEAVE FILE.**

Records concerning leave by office personnel. File includes leave requests, monthly leave reports, yearly leave recapitulations, and related correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Manager of Right-of-Way Unit.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
AREA APPRAISAL OFFICES**

**ITEM 16519. CORRESPONDENCE FILE.**

Correspondence between the area appraiser with the state appraiser, manager of the Right-of-Way Branch, and other Department of Transportation officials concerning all non-project related activities. (Project correspondence is filed in the appropriate claim and/or project file.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16525. APPRAISAL TABULATION FILE.**

Appraisal tabulation sheets submitted to the state right-of-way appraiser. Information for each project includes or concerns project number, county, parcel number, and property owner's name. File also concerns appraisals which have been made on each parcel, the amount of each appraisal, and related information. Full narrative appraisal reports, abbreviated appraisal reports, and value opinion reports are attached as applicable.

DISPOSITION INSTRUCTIONS: Destroy in office when claim is settled.

**ITEM 16526. FEE APPRAISAL LISTS FILE.**

Appraisal fee proposal forms submitted by fee appraiser to the state appraiser. Information includes or concerns parcel numbers, names of property owners, minimum requirements, proposed fees, and anticipated completion dates.

DISPOSITION INSTRUCTIONS: Destroy in office state fee appraisals upon completion of project. Destroy in office federal-aid fee appraisals upon payment of final voucher by Federal Highway Administration (FHWA).

**ITEM 16527. MONTHLY RIGHT-OF-WAY ESTIMATE REPORTS FILE.**

Monthly listings for each area appraisal office. Information includes or concerns estimates, project numbers, locations, purposes of estimates, time required, and names of persons making estimates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 16528. SIX MONTH APPRAISAL REPORTS FILE.**

Six-month appraisal reports submitted to the state appraiser by area appraisers. File includes copies of appraisal transmittal sheet forms and six-month appraisal tabulation sheet forms which provide names of area offices, reporting periods, names of appraisers, purposes for appraisals, and totals.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 16529. STAFF APPRAISAL ASSIGNMENT FILE.**

Completed staff appraisal assignment sheets. Information for each appraisal includes or concerns project number, county, name of appraiser, names of property owners, remarks, interim completion dates, and assignment due date.

DISPOSITION INSTRUCTIONS: Destroy in office state fee appraisals upon completion of project. Destroy in office federal-aid fee appraisals upon payment of final voucher by Federal Highway Administration (FHWA).

**ITEM 16530. FEE APPRAISERS CONTRACT FILE.**

Fee appraisers contracts which are drawn up between the North Carolina Board of Transportation and each appraiser. Information for each appraisal includes or concerns parcel number, owner's name, type of appraisal, and appraisal fee.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
AREA APPRAISAL OFFICES**

**ITEM 16531. REPORT A FILE.**

Copies of Report A concerning active projects for each area appraisers's area. Information for each report lists date, identification number, project letting date, county, project number, offers made to date, and related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16532. MONTHLY APPRAISAL PROGRESS REPORTS FILE.**

Monthly appraisal progress reports which include biweekly work sheets. Information for each report lists project number, description, county, parcel activity, appraisal assignments, and related information.

DISPOSITION INSTRUCTIONS: Destroy in office state project reports upon completion of project. Destroy in office federal-aid reports 6 months after final voucher payment by Federal Highway Administration (FHWA).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
AREA RELOCATION OFFICES**

**ITEM 16507. COUNTY RELOCATION (FEDERAL-AID PROJECTS) FILE.**

Correspondence, relocation studies, and reports submitted in accordance with G.S. 133, Article 2 concerning the social and financial aspects of relocation assistance to families displaced by right-of-way highway construction. File concerns available housing, property management, and individual relocatees.

DISPOSITION INSTRUCTIONS: Destroy in office available housing records when reference value ends, but within 5 years. Destroy in office correspondence, property management records, reports, and individual relocatee records 3 years after payment of final voucher by Federal Highway Administration (FHWA).

**ITEM 16540. AREA RELOCATION AGENT'S CORRESPONDENCE FILE.**

Correspondence of Area Relocation offices with the manager of Right-of-Way Branch, head of Property Management, and other unit heads.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 16546. COUNTY RELOCATION (STATE-AID PROJECTS) FILE.**

Correspondence and reports concerning the social and financial aspects of relocation assistance to families displaced by right-of-way highway construction, in accordance with G.S. 133, Article 2. File includes or concerns available housing, correspondence, property management, relocation studies, reports, and individual relocatee maintained in separate folders.

DISPOSITION INSTRUCTIONS: Destroy in office available housing records when reference value ends, but within 5 years. Destroy in office correspondence after 3 years. Destroy in office property management records after property is absorbed in right-of-way or upon disposition of residue. Destroy in office reports 3 years after award of contract. Destroy in office individual relocatee records 4 years after closing of the work order.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
DIVISION OF RIGHT-OF-WAY OFFICES**

**ITEM 16555. DIVISION RIGHT-OF-WAY AGENT'S CORRESPONDENCE FILE.**

Division right-of-way agent's correspondence with the manager of Right-of-Way Branch, administrative assistant, training officer, and other unit heads.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 16562. RIGHT-OF-WAY STATE AND FEDERAL-AID PROJECTS FILE.**

Correspondence, reports, and other information concerning the overall management of right-of-way projects. File includes or concerns agents' project reports, utility records, records of rental and sale of buildings, records of demolition and removal of buildings, claims, and appraisal records.

DISPOSITION INSTRUCTIONS: Destroy State Right-of-Way Records in office 10 years after completion of project and Federal Right-of-Way Records 10 years after payment of final voucher by Federal Highway Administration. Retain Project Report in office permanently. Destroy State Utility Records in office 10 years after completion of project and Federal Utility Records 3 years after payment of final voucher by Federal Highway Administration. Transfer Rent on Buildings Records to the Area Relocation Office and incorporate into the County Relocation File. Destroy State Sale of Buildings Records in office 3 years after completion of project and Federal Sale of Buildings Records 3 years after payment of final voucher by Federal Highway Administration. Destroy State Demolition Records in office 3 years after completion of project and Federal Demolition Records 3 years after payment of final voucher by Federal Highway Administration. Retain claim, deeds, agreements, and consent judgments in office permanently. Destroy State Appraisal Records in office 10 years after completion of project and Federal Appraisal Records 10 years after payment of final voucher by Federal Highway Administration.

**ITEM 16563. RESIDUE CARD FILE.**

Card file listing information concerning the appraisal and acquisition of surplus property acquired in the purchasing of right-of-way parcels. Each card lists county project number, owner's name, deed date, recorded book page number, approximate location, approximate size and shape, highway footage, limited access data, improvements, encumbrances, and present use.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16564. RIGHT-OF-WAY AGENT'S STATUS REPORTS FILE.**

Right-of-way agent's status reports submitted monthly to the right-of-way manager concerning acquisitions for sewer, street, sidewalk, and park projects. Each report concerns project name, project owner's name, total footage acquired, date map received, and related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16565. RIGHT-OF-WAY AGENT'S MONTHLY CLAIM REPORTS FILE.**

Right-of-way agent's monthly claim reports submitted to the right-of-way manager. Reports list projects of contracts that have been awarded outstanding claims and claims for which right-of-way acquisitions have commenced prior to the award of the contracts.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16566. ENCROACHMENT CONTRACT (COUNTIES) FILE.**

Records concerning agreements with utility companies regarding provisions for the encroachment of utilities on right-of-way property. File includes encroachment contracts, encroachment plans, and all related correspondence and reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
MANAGER OF RIGHT-OF-WAY**

**ITEM 16466. POLICIES AND PROCEDURES FILE.**

Policies and procedures issued by the Right-of-Way Branch to establish standards and to direct procedures concerning all phases of right-of-way activities. Information includes or concerns policies pertaining to appraisal and acquisition of right-of-way property, acquisition of local surfacing material to be used in construction, negotiations for the adjustment of utility facilities, the processing of contracts covering encroachments on highway right-of-way, sale or rental of highway surplus property, relocation and reimbursement of property owners on the right-of-way, and all related right-of-way activities.

DISPOSITION INSTRUCTIONS: Retain one complete set in office permanently. Destroy in office remaining copies when superseded or obsolete.

**ITEM 16467. UNIT HEADS AND KEY HIGHWAY OFFICIALS CORRESPONDENCE FILE.**

Correspondence and reports concerning the Board of Transportation, the highway administrator, assistant highway administrator, chief engineer, assistant chief engineer, and other officials. File concerns overall planning, funding, management, and status of projects, compliance with Federal Highway Administration policies and procedures, development of highway programs, and other related subjects. File also includes all reports prepared by the right-of-way manager as directed by key highway administrators.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 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 16471. LEGISLATION FILE.**

State and federal laws concerning the operations of the Right-of-Way Branch. File includes working papers of the right-of-way manager concerning proposed legislation and correspondence with the Attorney General's Office and Highway Division concerning interpretation of laws in regard to property rights, utility encroachments, and other right-of-way activities.

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 16473. IDENTIFICATION CARDS FILE.**

Branch employees' photographs. File includes identification information used to prepare laminated identification cards.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
PROPERTY MANAGEMENT UNIT**

**ITEM 16514. RESIDUE FILE.**

Correspondence and reports concerning the appraisal and acquisition of surplus property and relocation assistance offered property owners. (Information is used to manage the sale of surplus property and the rental of such property until its disposal or use by the Department of Transportation.)

DISPOSITION INSTRUCTIONS: Transfer after closing of claim and final payment to appropriate closed claim file in Right-of-Way Central Files Section.

**ITEM 16516. RELOCATION QUARTERLY REPORTS FILE.**

Relocation assistance and payments quarterly statistical reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY BRANCH  
UTILITY UNIT**

**ITEM 3147. UTILITIES FILE.**

Correspondence and reports concerning the removal or relocation of utility facilities that conflict with highway construction or improvement. File concerns the coordination of this work between utility forces and highway forces and reimbursement or sharing of the cost incurred. File includes requests for authorization, pole data sheets, utility companies' estimated costs, utility relocation agreements, relocation plans, and related project correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**ITEM 3691. ENCROACHMENT AGREEMENT FILE.**

Agreements with utility companies and other utility owners concerning provisions for the encroachment of utility facilities on right-of-way property. File includes encroachment agreements, encroachment plans, letters of approval, related correspondence, and reports. (This is an essential agency record.) Amended 10-30-92

DISPOSITION INSTRUCTIONS: Transfer encroachment agreements, encroachment plans, and letters of approval to the State Records Center after 4 years to be microfilmed for permanent storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. One copy of the microfilm will be sent to the agency to be held permanently. Destroy in office remaining records 5 years after transfer of encroachment agreements, encroachment plans, and letters of approval to the State Records Center.

**ITEM 16508. MUNICIPAL AGREEMENTS FILE.**

Agreements negotiated by the Right-of-Way Branch with municipal officials concerning all construction and improvement activities within corporate city limits. Information includes or concerns provisions for and participation in costs of right-of-way width, control access, relocation of utilities, and adequate traffic operation control devices according to G.S. Section 160-200 (11) and (31), Section 136-18, and Section 20-169. File also includes the maps or drawings regarding construction plans that are attached to agreements.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16509. RAILROAD AGREEMENTS FILE.**

Agreements negotiated by the Right-of-Way Branch with railroad companies concerning highway construction affecting railroad lines. Information includes or concerns compensation for property being acquired for right-of-way purposes, overpasses, underpasses, installation of drainage facilities, signals, electric lines, other utilities, and agreements with railroad companies in cases where railroad companies are encroaching on Department of Transportation property. File also includes maps or drawings detailing construction plans that are attached to agreements.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 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.