

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

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

RIGHT-OF-WAY BRANCH

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

RIGHT-OF-WAY BRANCH

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

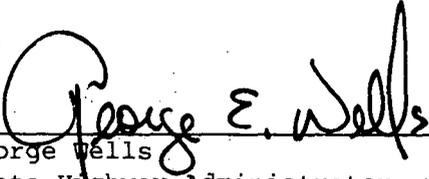
**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**



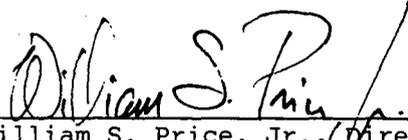
J. P. Rumley, Acting
Manager of Right-of-Way



Jeannie L. Kearns
Chief Records Officer
Department of Transportation

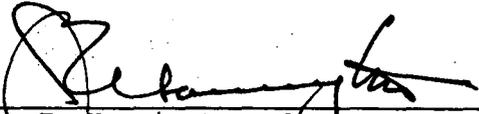


George E. Wells
State Highway Administrator

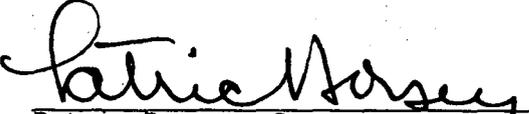


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James E. Harrington, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

**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.

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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.