

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

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Transportation, Division of Highways, Division of Right-of-Way Offices** to **Department of Transportation, Division of Highways, Right-of-Way Branch, Division of Right-of-Way Offices**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated September 30, 1988. 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

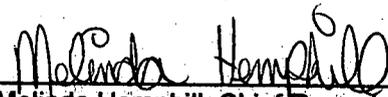
DIVISION OF RIGHT-OF-WAY OFFICES

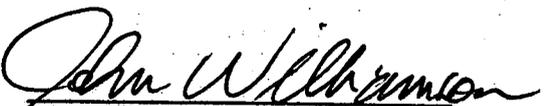
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

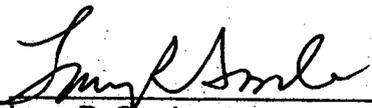
DIVISION OF RIGHT-OF-WAY OFFICES

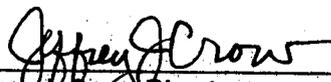
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation

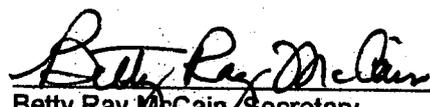

John Williamson, Manager
Right-of-Way Branch


Larry R. Goode
State Highway Administrator


Jeffrey J. Crow, Director
Division of Archives and History

APPROVAL


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


Betty Ray McCain, Secretary
Department of Cultural Resources

March 29, 1996

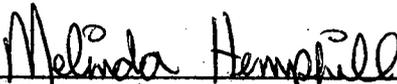
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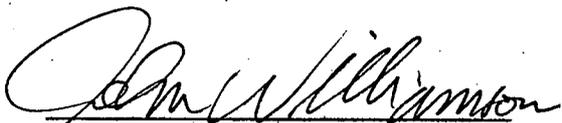
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

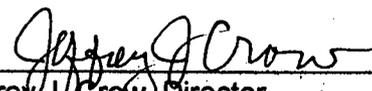
Amend the records retention and disposition schedule approved March 29, 1996 by adding Items 38791, 38792, 38793, 38794, 38795, and 38796 shown on substitute pages dated May 3, 1996.

APPROVAL RECOMMENDED

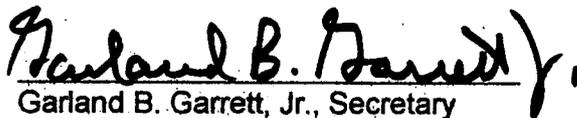

Melinda Hemphill, Chief Records Officer
Department of Transportation


John Williamson, Manager
Right-of-Way Branch


Larry R. Goode
State Highway Administrator


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

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

Records Retention and Disposition Schedule

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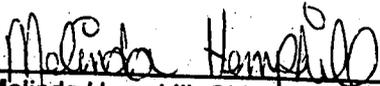
DIVISION OF RIGHT-OF-WAY OFFICES

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 the schedule are not authorized to be destroyed. The

DIVISION OF RIGHT-OF-WAY OFFICES

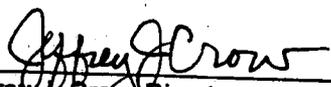
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

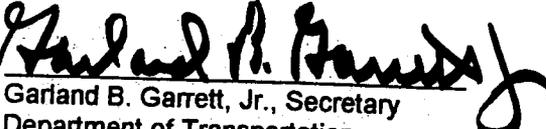

Melinda Hemphill, Chief Records Officer
Department of Transportation

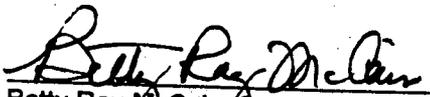

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APPROVAL


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


Betty Ray McCain, Secretary
Department of Cultural Resources

March 29, 1996

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
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.