

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

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

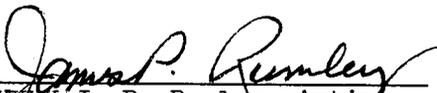
MANAGER OF RIGHT-OF-WAY

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

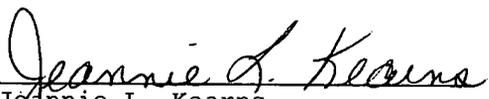
MANAGER OF RIGHT-OF-WAY

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.

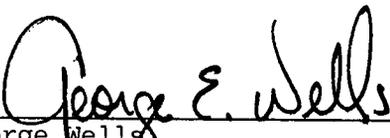
APPROVAL RECOMMENDED



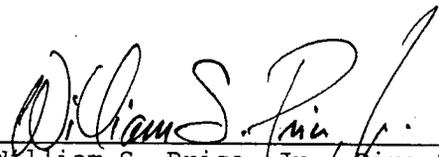
J. P. Rumley, Acting
Manager Right-of-Way



Jeannie L. Kearns
Agency Records Officer
Department of Transportation

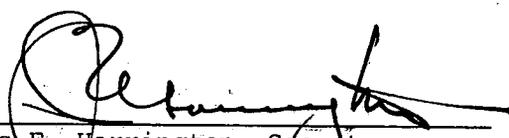


George E. Wells
State Highway Administrator

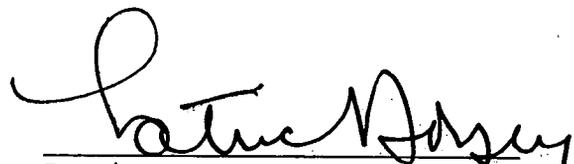


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James E. Harrington, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

July 25, 1988

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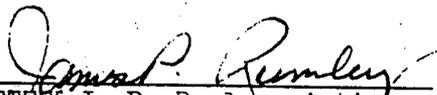
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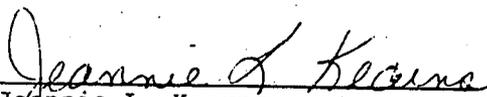
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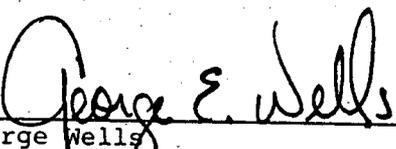
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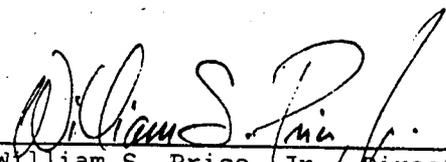
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APPROVAL RECOMMENDED

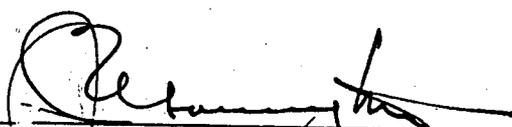

J. P. Rumley, Acting
Manager Right-of-Way

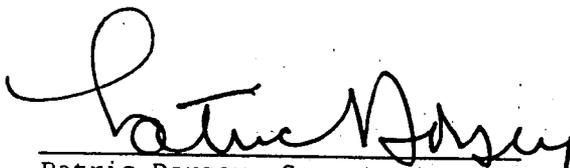

Jeannie L. Kearns
Agency Records Officer
Department of Transportation


George E. Wells
State Highway Administrator


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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

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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.