

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL 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

ROADSIDE ENVIRONMENTAL 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.

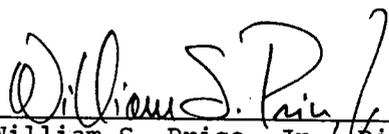
ROADSIDE ENVIRONMENTAL UNIT

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 This schedule is to remain in effect until superseded.

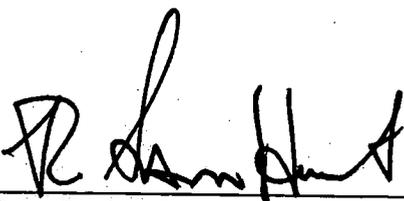
APPROVAL RECOMMENDED

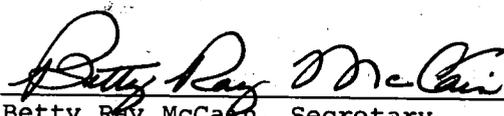

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Bill Johnson, Head
Roadside Environmental Unit


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

APPROVED


R. Sam Hunt, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

May 24, 1993

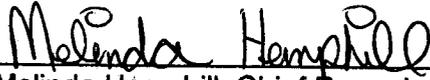
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

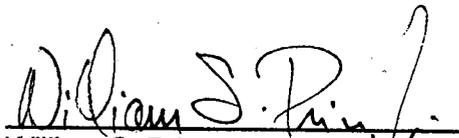
DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT
DESIGN SECTION

Amend the records retention and disposition schedule approved May 24, 1993, by changing the disposition instructions of Item 25123 as shown on substitute page dated April 26, 1995.

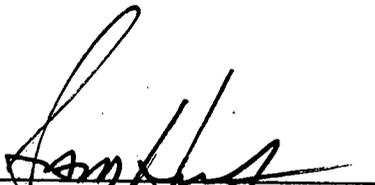
APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


William Johnson, Head
Roadside Environmental Unit


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

APPROVED


Sam Hunt, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

April 26, 1995

MS

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT

Records Retention and Disposition Schedule

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ROADSIDE ENVIRONMENTAL UNIT

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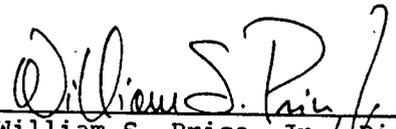
ROADSIDE ENVIRONMENTAL UNIT

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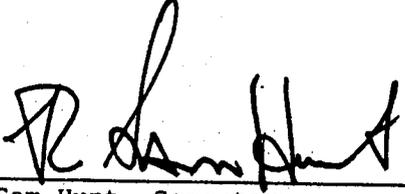
APPROVAL RECOMMENDED

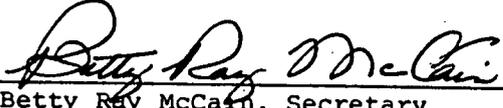

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Bill Johnson, Head
Roadside Environmental Unit


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

APPROVED


R. Sam Hunt, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

May 24, 1993

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.

MCC

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT
DESIGN SECTION**

ITEM 25124. INTERSTATE REST AREA PROJECTS FILE.

Field notes, cost estimates, preliminary drawings, inspection reports, and all project-related materials concerning interstate rest area projects. Records detail all landscape planning to provide sites for roadside rest areas, scenic overlooks, and other multiple use of highway land for recreational or scenic purposes. File includes all project-related correspondence and reports prepared by the Roadside Environmental Unit. Records also detail rest area plans and facilities and are used for reference to renovate rest area facilities. File also includes station and elevation level field notes for sewer lines at rest areas, preliminary project drawings and photographs, water and sewage treatment reports, State Board of Health inspection reports, equipment specifications, and all related correspondence, drawings, and reports. File also includes all project-related correspondence and reports used to verify the cost of interstate rest area projects, work orders and work order allotments, recommended working days, Head of Headscape's Cost Estimates for Roadway Areas, Preliminary Field Plan, Engineer's Estimate, Contractor's Agreement, Sampling Report, Progress Record Samples, special provisions, and all related correspondence and reports.

DISPOSITION INSTRUCTIONS: Destroy in office contractor's agreements, sampling reports, and progress record samples upon completion of project when administrative value ends. Destroy in office remaining records when superseded or obsolete.

ITEM 25125. PLANS AND ORIGINAL DRAWINGS FILE.

Initial drawings of rest area facilities prepared by the Roadside Environmental Unit. Records detail electrical distribution and lighting, contour plans, building plans, and other preliminary design plans used for reference to renovate installed sites or to design new facilities. Drawings include information concerning current plants, activities, special projects, and aerial photographs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency for permanent retention.

ITEM 25126. PRIMARY REST AREAS PROJECTS FILE.

Correspondence, field notes, preliminary drawings, and other related records concerning primary rest area projects. File includes detailed Roadside Environmental Units' initial plans for developing the state roadside park areas. (Information is used for reference to maintain or expand the roadside park system.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 25128. REST AREA USE SURVEYS FILE.

Rest area traffic survey reports detailing volume of traffic at rest area sites. File includes copies of Automatic Traffic Count Worksheets, North Carolina Rest Area Use Study Forms, Greatest Number of Vehicles Parked at Any One Time Report, Safety Rest Area Capacity Charts, and all related surveys and reports. (Information is used for statistical purposes to plan reports concerning rest area usage.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 34920. ENVIRONMENTAL IMPACT STATEMENT FILE.

Records prepared by the Planning and Environmental Branch describing the impact that construction projects have on the environment.

DISPOSITION INSTRUCTIONS: Destroy in office when project is complete.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT
ENVIRONMENTAL SERVICES SECTION**

ITEM 3129. CONTRACT EROSION CONTROL PROJECTS FILE.

Project-related correspondence and reports prepared and collected by the Roadside Environmental Unit and detailing the cost of erosion control on highway construction projects let to contract. File includes reports used to verify the department's design plans, cost estimates, and other roadside development activities. File also includes list of quantities, computations, estimates of quantities and cost, and related correspondence and reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 25150. CONTRACT EROSION CONTROL PROJECTS OF OTHER HIGHWAY DEPARTMENTS FILE.

Project-related correspondence and reports prepared by other highway departments used for reference in planning landscaping projects. File includes recommended working days, work orders, change work order allotments, special provisions, pavement designs, bid tabulations, and related correspondence and reports.

DISPOSITION INSTRUCTIONS: Destroy in office after closing of the work order.

ITEM 25152. PRELIMINARY ENGINEERING EROSION CONTROL PROJECTS FILE.

Project-related preconstruction planning records used to monitor the location and status of proposed construction projects. File includes preliminary and final field reviews, preliminary and final field inspections conducted by the Roadway Design Unit, special provisions, recommended working days, pavement design, and related correspondence and reports.

DISPOSITION INSTRUCTIONS: Transfer to Contract Erosion Control Projects File (Item 3129) when project is let to contract.

ITEM 25155. SEED LABORATORY REPORTS FILE.

Reference copies of Report of Purity and Germination Test performed by the North Carolina Department of Agriculture, Seed Testing Division, which is required before seed can be used on a highway project.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 34921. CONTRACT EROSION CONTROL PROJECT PLANS FILE.

Project-related plan drawings prepared by other units and used to design sedimentation and erosion control plans. File includes field inspection plans, cross sections, profiles, Erosion and Sedimentation Control Plan originals, and reduced Erosion and Sedimentation Control Plans.

DISPOSITION INSTRUCTIONS: Destroy in office when project work order is closed.

ITEM 34922. SEDIMENTATION REPORTS FILE.

Project-related erosion and sedimentation control inspection reports prepared by the Area Roadside Environmental Engineers and Area Roadside Environmental Technicians. File includes original copies of completed reports for each division on highway contract construction, major maintenance, and Force Account Projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT
REST AREA SECTION**

ITEM 25127. REST AREAS GENERAL FILE.

Master plans, inventories, and other related records concerning rest area facilities. (File is used for statistical purposes to prepare reports concerning the roadside rest area development.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 25156. WATER USE REPORTS FILE.

Reports used to monitor water usage at rest area facilities and to comply with North Carolina sanitation laws. File includes copies of Rest Area Water Use Reports and Monthly Analysis of Water Reports (Department of Environment, Health, and Natural Resources, Assistant Secretary for Health and State Health Director).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 34924. REST AREA RECYCLING PROGRAM FILE.

Completed forms listing amount of recyclable materials collected at each rest area site monthly. (File is used to evaluate amount of aluminum, newspaper, plastic beverage containers, clear glass, brown glass, and green glass collected in the state's 6 rest area recycling facilities.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT
STATE ROADSIDE ENVIRONMENTAL ENGINEER**

ITEM 3127. PHOTOGRAPHS FILE.

Record copies of photographs of Works Progress Administration projects, junkyards, planting, activities, and related items.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center for immediate transfer to the custody of the Archives.

ITEM 25131. CORRESPONDENCE AND AGREEMENTS WITH ARCHITECTS AND LANDSCAPE FILE.

Record copies of agreements between the Department of Transportation and landscape architects with all related correspondence and supporting data. Information details provisions for payment to landscape architects contracted as consultants on landscape projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to Facilities Management immediately.

ITEM 25132. CORRESPONDENCE WITH AREA ROADSIDE ENVIRONMENTAL ENGINEERS FILE.

State Roadside Environmental Engineer's correspondence with area Roadside Environmental engineers. (Records concern all administrative and technical functions of landscape design, construction, and maintenance work and are used to advise and direct the field staff of the unit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 25133. CORRESPONDENCE WITH STATE AND FEDERAL AGENCIES FILE.

Correspondence, reports, brochures, publications, and all related records collected by the State Roadside Environmental Engineer. (Information is used to keep informed and to coordinate activities with state and federal agencies involved with landscape planning.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 25134. CORRESPONDENCE WITH UNIT HEADS AND KEY HIGHWAY OFFICIALS FILE.

Correspondence and reports of the State Roadside Environmental Engineer with Board of Transportation members, the State Highway Administrator, Chief Engineer, branch managers, and other unit heads. File includes overall planning reports regarding funding, management, and status of projects; compliance with Federal Highway Administration policies and procedures; development of highway programs; and other related records. File also includes reports prepared by the State Roadside Environmental Unit as directed by key highway administrators.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 25135. CORRESPONDENCE WITH UTILITY COMPANIES FILE.

Correspondence concerning coordinating activities with utility companies to provide utilities for rest areas, approving the use of herbicides by utility companies encroaching highway right-of-way property, authorizing cutting and planting permits to companies on the right-of-way, and other related Roadside Environmental activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 25136. DIVISION ENCROACHMENTS FILE.

Correspondence, maps, reports, and agreements concerning temporary encroachments.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ROADSIDE ENVIRONMENTAL UNIT
STATE ROADSIDE ENVIRONMENTAL ENGINEER**

ITEM 25137. DIVISION OF ENGINEERS AND DIVISION OF ROADSIDE ENVIRONMENTAL ENGINEERS FILE.

State Roadside Environmental Engineer's correspondence with division engineers and division Roadside Environmental Engineers. File concerns regular roadside maintenance which includes initial erosion control by state forces, maintenance of grass and trees, selective cutting and trimming, use of herbicides, and maintenance of rest areas, tables, and litter deposit cans.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.