DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
SECONDARY ROADS OFFICER

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

SECONDARY ROADS OFFICER

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

SECONDARY ROADS OFFICER

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

Jeannie L. Kearns
Jeannie L. Kearns
Chief Records Officer
Department of Transportation

Jack Murdock
Jack Murdock
Secondary Roads Officer

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

APPROVED

Thomas Rhodes for
James E. Harrington, Secretary
Department of Transportation

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

November 21, 1988

MCC

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DIVISION OF HIGHWAYS
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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 original date shown below.

November 21, 1988

MCC

**DEPARTMENT OF TRANSPORTATION**
**DIVISION OF HIGHWAYS**
**SECONDARY ROADS OFFICER**

**ITEM 25178. ACCESS AGENDA FILE.**
Posting books which summarize access road construction progress. File includes county name, work order, estimated construction cost, secondary road numbers, length in miles, location information, and description.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25180. ACCESS TO INDUSTRIAL SITES FILE.**
Requests for access roads to industrial sites. File includes correspondence, maps, plans, cost estimates, and other related records. These roads are funded from the Access and Public Service Road Fund.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 25181. ACCESS TO PUBLIC SCHOOLS FILE.**
Requests for access roads to public schools. File includes correspondence, maps, plans, and other related records. These roads are funded from the Access and Public Service Road Fund.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 25182. AGENDA FILE.**
Secondary roads agenda for Board of Transportation meetings. File includes requests for approval of projects from the Access and Public Service Road Fund. File also shows additions to the secondary roads system, abandonments, corrections to the minutes, and requests for approval of construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25183. BOARD OF TRANSPORTATION AND SECONDARY ROADS COUNCIL MINUTES FILE.**

Copies of Board of Transportation and Secondary Roads Council meeting minutes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 25185. COUNTY CONSTRUCTION BOOKS FILE.**
Agenda items summarizing county construction on secondary roads for each fiscal year.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25186. COUNTY CONSTRUCTION FILE.**
Resolutions passed by county boards to request improvements to a secondary road or to have the Board of Transportation approve such requests. File includes related correspondence from the secondary roads officer.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 25187. COUNTY CONSTRUCTION REFERENCE FILE.**
Secondary road plans for each year which list planned projects of total construction allocation for each county each year, state roads under consideration, and the length, construction, project description, and estimated cost of each project.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25189. FEDERAL HOUSING AUTHORITY (FHA) AND VETERANS ADMINISTRATION (VA) CORRESPONDENCE FILE.**

Correspondence with the FHA and VA notifying these agencies that certain roads or streets meet the requirements for addition to the state maintained system. File includes outgoing correspondence of the secondary roads officer and memorandums from district engineers notifying the FHA that a particular road is part of the State Highway System.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the Miscellaneous Requests File immediately.

**ITEM 25190. FINANCIAL STATEMENTS FILE.**

Annual reports of the controller and the annual financial statement of the Department of Transportation.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 25192. HIGHWAY ADMINISTRATOR'S CORRESPONDENCE FILE.**

Routine office memorandums from the highway administrator and the secondary roads officer to the highway administrator. File concerns purchase of gasoline, attendance at conventions, employee relations, disciplinary actions, and notification of board meetings or board approval of agendas.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 25193. IMPROVEMENT PRIORITIES CORRESPONDENCE FILE.**

Outgoing correspondence of the secondary roads officer concerning improvement priorities. File includes a priority rating of roads to be paved and used as reference in keeping abreast of secondary road improvements.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25194. MISCELLANEOUS REQUESTS FILE.**

Requests from the public concerning signs, additions, signalization, maintenance, and similar items relating to secondary roads.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25195. NOT ADDED PETITIONS FILE.**

Petitions and correspondence from citizens for secondary roads that have not met the requirements for addition to the state maintained system. (File is used as reference in responding to inquiries concerning secondary roads and in handling future requests to add roads to the secondary roads system.)

DISPOSITION INSTRUCTIONS: Transfer to Planning and Research Branch if roadway is added to the highway system. Destroy in office petitions if no longer of use.

**ITEM 25196. OTHER ACCESS ROADS FILE.**

Correspondence concerning construction of access and public service roads by contractors. File includues approval of project, payment authorization, cost estimates, description of road, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25197. PENDING FILE.**
Requests forwarded to division and district engineers and the Traffic Engineering Branch for information or reports on secondary road status.

DISPOSITION INSTRUCTIONS: Transfer to appropriate file when final letter from secondary roads officer is written.

**ITEM 25198. PETITION CARD INDEX FILE.**
Cards listing secondary road name, county, date of petition, and status (not qualified, added, abandoned).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25199. ROAD NAME FILE.**
Official listings of all secondary roads by name and number prior to 1985.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25200. SECONDARY ROAD BOND PROJECT FILE.**
Lists of secondary road projects approved and funded by a road bond issue. Listing includes state road number, work order number, length of road, estimated cost, and requests for additional funds. Approved projects are posted in order to update file.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25201. SECONDARY ROAD IMPROVEMENT FILE.**
Requests from the public for various kinds of secondary road improvements. File includes correspondence from the secondary roads officer.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25203. SECONDARY ROAD PAVING FILE.**
Requests from the public for paving secondary roads. File includes data on property owner participation and non-property owner participation funding and rating sheets for unpaved secondary roads.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25204. SECONDARY ROAD PLAN FILE.**
Correspondence from division engineers to the secondary roads officer requesting secondary roads projects. File includes forms, maps, plats, and copies of correspondence of the secondary roads officer to the controller with checks attached from property owners for cost of road improvements. File also includes lists of secondary road projects for a given county, scratch change of work order surveys, and erosion control and addition forms.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25206. TURNPIKE AUTHORITY FILE.**
Consultant reports on a proposed Outer Banks turnpike. File includes correspondence between the Secretary of the Department of Transportation, consultant firms, and the Turnpike Authority.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25207. UNPAVED SECONDARY ROADS-PAVING PRIORITIES FILE.**
Listings of paving priorities for unpaved secondary roads which indicates priority, road number, length of road, rating, average daily traffic, total points, and estimated cost to pave. (List is used as reference when request is received for paving secondary roads.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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**ITEM 25208. WAKE COUNTY PRIORITY RATING SHEET FOR UNPAVED SECONDARY ROADS FILE.**

Reports on priority rating of unpaved secondary roads in Wake County. Reports list state road number, length, and local name of road. Priority for paving is determined by accumulation of points in several categories including land use and public service characteristics, traffic characteristics, general route characteristics, and number of subdivision streets.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.