

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH  
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT  
SIGNING SECTION**

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

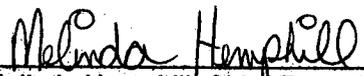
**SIGNING SECTION**

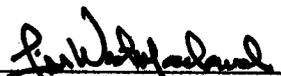
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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.** The

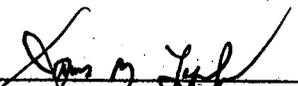
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

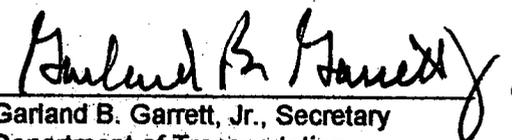
  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

  
Jim Westmoreland, Signing Engineer  
Traffic Engineering and Safety Systems  
Branch

  
James M. Lynch, State Traffic Engineer  
Traffic Engineering and Safety Systems  
Branch

  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

**APPROVED**

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

  
Betty R. McCain, Secretary  
Department of Cultural Resources

November 03, 1995

MS

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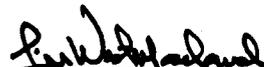
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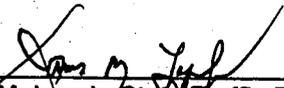
**APPROVAL RECOMMENDED**



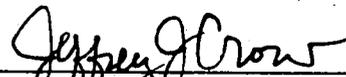
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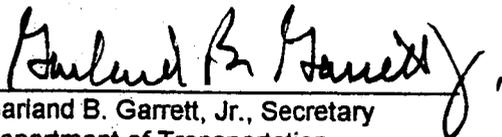


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This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

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**ITEM 25561. ACTIVE PROJECTS FILE.**

Projects let to contract for signs and sign materials. File includes "State of North Carolina - DOT- Proposal of Bids" for improvement projects. File also includes specifications and drawings, correspondence between sign companies and the signing engineer, correspondence between the resident engineer and the paving company concerning testing and approval of sign materials, certificates of conformance of materials shipped to sign companies, cost estimates, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Projects File (Item 25567) when project is closed.

**ITEM 25562. ACTIVE PROJECTS PLAN FILE.**

Half-size reference copies of plans for projects under contract.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Projects Plan File (Item 25568) when projects are completed.

**ITEM 25565. FULL SCALE PROJECT FILE.**

Full-size sheets of all signing projects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25566. FUTURE PROJECTS FILE.**

Cost estimates for future projects.

DISPOSITION INSTRUCTIONS: Transfer to Active Projects File (Item 25561) when projects are let to contract.

**ITEM 25567. INACTIVE PROJECTS FILE.**

Completed project files for contracts for signs and sign materials.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25568. INACTIVE PROJECTS PLAN FILE.**

Half-size reference copies of plans for projects completed.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**ITEM 25569. MINIATURE PROJECTS FILE.**

Half-size reference copies of signing projects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25570. MINIATURE SIGN FILE.**

Official copies of all 8-1/2 x 11 inch drawings of sign face layouts.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25571. ORIGINAL COPY SIGN FILE.**

Computer Aided Drafting and Design (CADD) drawings of highway signs used in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25575. WORKING PROJECT PLANS FILE.**

Current signing plans which includes working plans from the Roadway Design Branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**ITEM 25576. WORKING SIGNING PLANS FILE.**

Design recommendations for signing projects from the assistant signing engineer. File includes copies of memorandums, publications, and specifications of the United States Department of Transportation, sketches of sign projects, accident reports, and tabulations of accident data.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after project is completed.

**ITEM 25577. UPDATED STANDARD SHEETS FILE.**

Map-sized sheets of old sign standards that are updated as new sign standards are drawn up. File includes Computer Aided Drafting and Design (CADD) drawings of standards.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 38028. SIGNING PROJECT STATUS DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning signing projects assigned to the Signing Section. Electronic file includes dates and detailed notes that are used to check status of projects. (Electronic database systems are maintained by Engineering Automation Branch.)

DISPOSITION INSTRUCTIONS: Erase in office after project construction completed.

**ITEM 38029. SIGNING PROJECT STATUS (PRINTOUT) FILE.**

Computer generated printouts produced from Signing Project Status Database (Electronic) File (Item 38028). Printouts list projects assigned to section and project signing needs for monthly production schedules for Department of Correction.

DISPOSITION INSTRUCTIONS: Destroy in office after project construction completed.