

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
HYDRAULICS UNIT**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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

**HYDRAULICS 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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends.*" The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

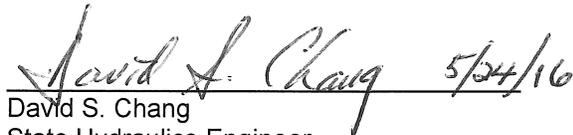
The Department of Transportation and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

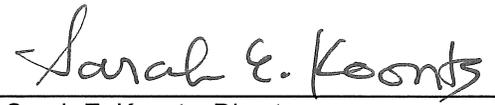
The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

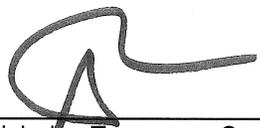
  
Carr McLamb  
Chief Records Officer

  
David S. Chang  
State Hydraulics Engineer

  
Rodger Rochelle, Administrator  
Division of Technical Services

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
Nicholas Tennyson, Secretary  
Department of Transportation

  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural  
Resources

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
HYDRAULICS UNIT**

**ITEM 23155. ADMINISTRATIVE CORRESPONDENCE FILE**

Correspondence and memoranda of the Manager of the Hydraulics Unit with unit heads in the Department of Transportation, other state or federal agencies, NCDOT contractors, and the public.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 23159. BRIDGE/CULVERT SURVEY AND HYDRAULIC DESIGN REPORTS FILE**

Bridge/culvert survey drawings and design documentation prepared by the Hydraulics Unit for all major drainage structures. File also includes preliminary design report packages for NCDOT bridges.

DISPOSITION INSTRUCTIONS: Destroy preliminary reports in office when superseded or obsolete. Retain final reports in office permanently.

**ITEM 50714. BRIDGE SCOUR ANALYSIS FILE**

Records concerning the bridge scour analysis program. File includes presentation files, photos, and reports associated with an extensive study of bridge scour analyses performed ca. 1998-2003.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain in office permanently.

**ITEM 50715. CLOSED PROJECTS FILE**

Records concerning projects completed by the Hydraulics Unit. File includes pipe data sheets, storm drain design computations, Federal Emergency Management Agency (FEMA) approvals, litigation documentation, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23161. DRAINAGE PLANS FILE**

Electronic records concerning drainage plans. File includes original drainage plans drawn by the Hydraulics Unit with copies of the Roadway Design Unit's plans and profiles of proposed highways.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23162. ENGINEERING METHODS AND MATERIALS FILE**

Reports, publications, and other technical records concerning engineering methods or equipment.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 50716. ENVIRONMENTAL PERMITS AND NATIONAL FLOOD INSURANCE PROGRAM (NFIP) SUBMITTALS FILE**

Records concerning submittal packages to Federal Emergency Management Agency (FEMA) for NFIP compliance approval. File includes hydraulic model data, FEMA MT-2 forms, mapping (CADD and GIS), public notices, conditional letter of map revision (CLOMR) applications and approvals, MOAs between NCDOT and NC Floodplain Mapping Program (NCFMP), and bridge/culvert surveys and hydraulic design reports. File also includes environmental permit records (Microstation drawings), permit forms, and correspondence with regulatory agencies.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50717. FINAL AS-BUILT SUBMITTALS FILE**

Records concerning submittal packages to NC Floodplain Mapping Program (NCFMP) verifying project completion for Federal Emergency Management Agency (FEMA) approvals.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
HYDRAULICS UNIT**

**ITEM 50718. MAINTENANCE OPERATIONS SUPPORT FILE**

Records concerning support for Maintenance Operations work by the Highway Divisions. File includes records of drainage investigations, emergency repairs, drainage complaint resolution documentation, correspondence (including e-mail), calculations, engineering drawings, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50719. NORTH CAROLINA HISTORICAL FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS FILE**

Records concerning historical data from Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) reports and Flood Insurance Rate Map (FIRM) panels. File includes FEMA FIS reports and FIRMS that are no longer in effect but are needed for historical reference. File also includes technical data supporting effective FEMA Flood Insurance Study reports referenced for FEMA compliance.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 50720. PHOTOS FILE**

Records concerning project field reviews. File includes digital photographs along with corresponding indexing and descriptive information.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23171. STATE AND FEDERAL PROJECTS FILE**

Project reports, correspondence, and all related technical records used by the Hydraulics Unit to determine drainage requirements. File includes surveys, maps, and plans that document the Hydraulics Unit's projects and explain project activities of other highway units.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project closes.

**ITEM 50721. SUPPLEMENTAL WAVE STUDY DATA FILE**

Records concerning the NC coastal Level III wave vulnerability study completed in 2013 and updated in 2015. File includes data collected from the studies.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain in office permanently.

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All items following are either  
discontinued or transferred.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
HYDRAULICS UNIT**

**ITEM 23156. BRIDGE DATA SHEET FILE**

Bridge data cards.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 3111. BRIDGE INSPECTION REPORTS FILE**

Bridge inspection reports.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Highways, Structures Management Unit.

**ITEM 23157. BRIDGE LOG FILE**

Log listing bridge projects completed.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23160. COUNTY FILE**

Survey plans, drainage system plans, and related field data developed by the Hydraulics Unit.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23163. FIELD NOTES FILE**

Culvert survey sheets prepared by Hydraulics Unit field staff.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23164. NEGATIVES OF EARLY PROJECTS FILE**

Negatives of photographs of all structures submitted by contractors during the construction phase of a project.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23165. NONCURRENT PROJECTS BOOK FILE**

Report on early highway projects which have been completed and are now inactive.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23169. PLANNING REPORTS FILE**

Planning and Research Branch's special investigations and recommendations for proposed projects including the county project maps.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Technical Services, Project Development and Environmental Analysis, Active Projects File (Item 50722).

**ITEM 23172. QUAD MAPS FILE**

Tennessee Valley Authority and United States geological survey maps.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
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HYDRAULICS UNIT**

**ITEM 23174. SOIL CONSERVATION SERVICE WATERSHED PROJECTS FILE**

Supplemental watershed work plans and watershed work plans developed by the United States Department of Agriculture.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23175. STREAM SURVEYS FILE**

Stream surveys.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.