

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
LOCATION AND SURVEYS 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

**LOCATION AND SURVEYS 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**

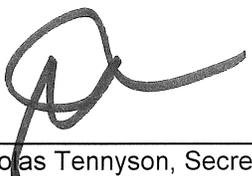
  
\_\_\_\_\_  
Jeff McLamb  
Chief Records Officer

  
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Charles W. Brown  
State Location and Surveys Engineer

  
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Rodger Rochelle, Administrator  
Division of Technical Services

  
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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
\_\_\_\_\_  
Nicholas Tennyson, Secretary  
Department of Transportation

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

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
LOCATION AND SURVEYS UNIT  
ADMINISTRATION**

**ITEM 23199. CORRESPONDENCE WITH OTHER UNIT HEADS AND KEY HIGHWAY OFFICIALS  
FILE**

Records in paper and electronic formats concerning correspondence and reports of the head of Location and Surveys Unit with or to Board of Transportation members, State Highway Administrator, Chief Engineer, and other unit heads.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 38020. GLOBAL POSITIONING SYSTEM (GPS) STATE AND FEDERAL PROJECTS  
(ELECTRONIC) FILE**

Electronic data records concerning control used to adjust local networks. File includes data fields consisting of accuracy of closure, listing of x,y,z coordinates of new and existing control descriptions of points, and sketch showing where points are located.

DISPOSITION INSTRUCTIONS: Purge data fields after project is complete.

**ITEM 23205. LOCATION DETAIL MAPS FILE**

Location field survey maps used for transportation facility design and land acquisition.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 23218. PROJECT (STATE AND FEDERAL) FILE**

Records in paper and electronic formats created during the preconstruction phase of projects and used to establish the location of corridors and limits of right-of-ways. File includes memoranda regarding project survey decisions, property owner contacts, and other non-map data.

DISPOSITION INSTRUCTIONS: Transfer project correspondence and reports related to the activities and decisions of the Location and Surveys Unit to the State Records Center 3 years after closing of the work order. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy in office remaining records after the project construction is completed.

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The following 4 items will be discontinued.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
LOCATION AND SURVEYS UNIT  
ADMINISTRATION**

**ITEM 23203. GENERAL EQUIPMENT FILE**

Applications for vehicles assigned to the Location and Surveys Unit and lists of vehicles permanently assigned to employees.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records (Vehicles File).

**ITEM 38021. GLOBAL POSITIONING SYSTEM (GPS) STATE AND FEDERAL PROJECTS (PRINTOUT) FILE**

Computer generated printouts produced from Global Positioning System (GPS) State and Federal Projects Database (Electronic) File (Item 38020). Printouts list x,y,z coordinates of new and existing control descriptions of points and sketch showing where points are located.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 23211. OTHER HIGHWAY DEPARTMENTS' POLICIES, PROCEDURES, AND REPORTS FILE**

Correspondence, memorandums, directives, policies and procedures manuals, and reports issued by other highway departments.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records (Received Directives, Reports, Policies, and Procedures File).

**ITEM 23221. ROADWAY DESIGN PLANS FILE**

Proposed highway plans and profiles prepared by Roadway Design Unit. (Plans contain right-of-way records.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
LOCATION AND SURVEYS UNIT  
PRIVATE ENGINEERING FIRM COORDINATION**

**ITEM 35560. PRIVATE ENGINEERING FIRM (PEF) PROJECT (STATE AND FEDERAL) FILE**

Records in paper and electronic formats concerning the selection of private engineering survey firms and the administration of contracts for survey work. File includes project correspondence, scoping minutes, cost estimates, technical information, contracts, contract fee schedules, PEF invoices, time sheets, and documentation of limited location survey services.

DISPOSITION INSTRUCTIONS: Transfer scoping minutes, cost estimates, technical information, contracts, contract fee schedules, PEF invoices, time sheets, and documentation of location survey services to the State Records Center 3 years after closing of the work order. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy in office project correspondence and reports concerning activities and decisions of other highway departments when work order is closed.

**The following item will be discontinued.**

**ITEM 35559. GLOBAL POSITIONING SYSTEM (GPS) (STATE AND FEDERAL PROJECTS) FILE**

Correspondence, cost estimate and proposal records, and Technical Report Book that includes existing monumental control used to adjust local networks, accuracy of closure, listing of x,y,z coordinates of new and existing control description of points, and sketch showing where points are located.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF TECHNICAL SERVICES  
LOCATION AND SURVEYS UNIT  
PROJECT DATA SUPPORT GROUP**

**ITEM 38022. FINAL AND PRELIMINARY PROPERTY MAPS (ELECTRONIC) FILE**

Electronic records concerning preliminary and final maps prepared by the Project Data Support Group for the Attorney General's Office (Highway Section).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 23202. FINAL PROPERTY MAPS FILE**

Records in paper and electronic formats concerning final inked maps prepared by Project Data Support Group for the Attorney General's Office (Highway Section).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 3130. PROJECT PROPERTY CLAIMS (STATE AND FEDERAL PROJECTS) FILE**

Records in paper and electronic formats used by the Project Data Support Group to conduct property surveys and prepare property maps for use in court. File includes legal records, field survey data, input data sheets, and property survey maps.

DISPOSITION INSTRUCTIONS: Transfer surveys data and surveys maps to the State Records Center when case is settled. Records will be held for agency in the State Records Center 7 additional years and then destroyed. Destroy in office remaining records after closing of the work order if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.