

**DEPARTMENT OF TRANSPORTATION
FINANCIAL MANAGEMENT DIVISION
PURCHASING SECTION**

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

PURCHASING 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 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.

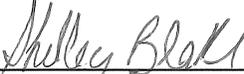
The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*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 require 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.

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 program records 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



Shelley Blake
Chief Records Officer



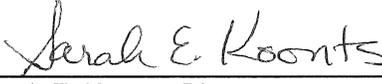
Lauren A. Wides
Purchasing Officer



Jeff Conken
Deputy Purchasing Officer

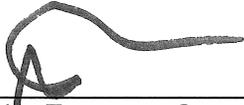


David Tyeryar
Chief Financial Officer

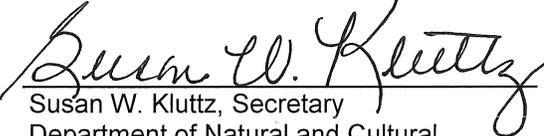


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Nicholas Tennyson, Secretary
Department of Transportation



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

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ITEM 27443. ADMINISTRATIVE CORRESPONDENCE FILE

Correspondence and memoranda of the Purchasing Officer. File includes administrative correspondence, policy and procedure memoranda and directives, reports, inter-departmental correspondence, association and committee correspondence, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 27444. AGGREGATE BIDS TABULATION FILE

Forms showing tonnage of fine and coarse aggregates delivered to district engineers and road oil supervisors.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 27465. PRODUCT INFORMATION REPORTS FILE

Product information reports from Equipment Unit concerning efficiency of equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

The following items will be discontinued.

ITEM 28024. PROPOSALS AND CONTRACTS FILE

Proposals and contracts concerning bids received from vendors for complete custodial operation and maintenance of rest areas and janitorial contracts for Department of Transportation facilities, highway grass mowing services, and bridge tending.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Bids File; Contracts, Agreements, and Leases File).

ITEM 27471. TRAFFIC MANAGER'S PROGRAM FILE

Correspondence and materials concerning the purchasing of aggregates, asphalts, and various other chemicals and materials.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Procurements and Purchasing File).

ITEM 3069. TRANSMITTAL SHEETS FILE

Records concerning purchases made by field personnel in emergency circumstances and purchases of contract invoice items. File includes transmittal sheets, invoices, correspondence, and other related materials. File also includes transmittal sheets covering division and department utility bills.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.