

DEPARTMENT OF TRANSPORTATION
FISCAL 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

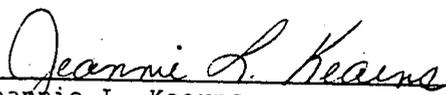
FISCAL SECTION

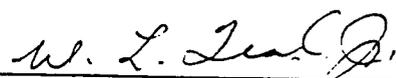
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

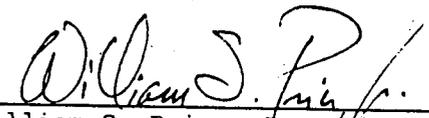
FISCAL SECTION

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 This schedule is to remain in effect until superseded.

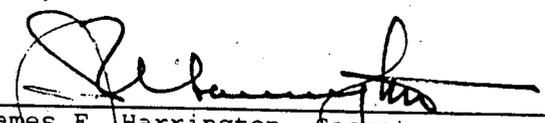
APPROVAL RECOMMENDED

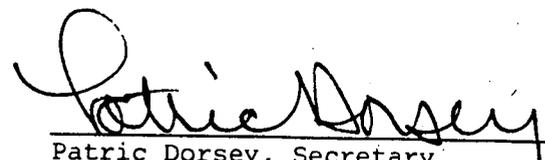

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


W. L. Teal, Jr., Controller
Fiscal Section


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

APPROVED


James E. Harrington, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

November 6, 1989

**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.**

MCC

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION

Records Retention and Disposition Schedule

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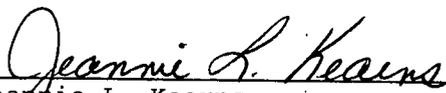
FISCAL SECTION

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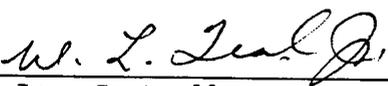
FISCAL SECTION

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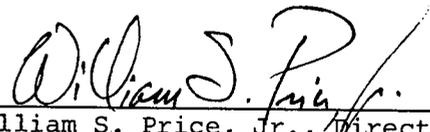
APPROVAL RECOMMENDED



Jeannie L. Kearns
Chief Records Officer
Department of Transportation

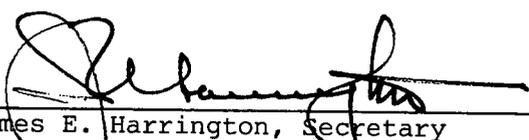


W. L. Teal, Jr., Controller
Fiscal Section

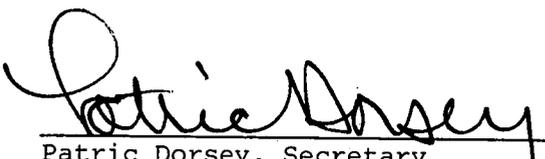


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James E. Harrington, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

November 6, 1989

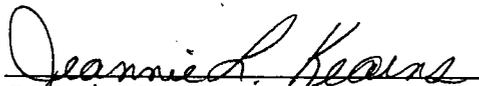
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

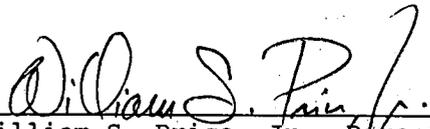
DEPARTMENT OF TRANSPORTATION
FISCAL SECTION

Amend the records retention and disposition schedule approved November 6, 1989
by adding Item 30547 as shown on substitute page dated December 21, 1990.

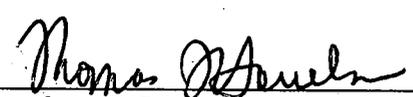
APPROVAL RECOMMENDED


Jeannie L. Kearns
Chief Records Officer
Department of Transportation


W. L. Teal, Jr., Controller
Fiscal Section


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

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

December 21, 1990

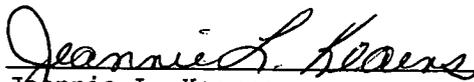
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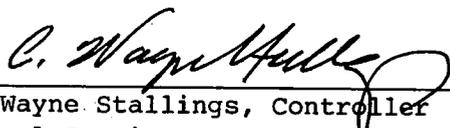
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
COMMERCIAL ACCOUNTS BRANCH

Amend the records retention and disposition schedule approved November 6, 1989 by changing the disposition instructions for Items 3054 and 3056 as shown on substitute page dated October 16, 1992.

APPROVAL RECOMMENDED


Jeannie L. Kearns
Chief Records Officer
Department of Transportation


C. Wayne Stallings, Controller
Fiscal Section


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

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

October 16, 1992

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
COMMERCIAL ACCOUNTS BRANCH

Amend the records retention and disposition schedule approved November 6, 1989
by adding Item 35465 as shown on substitute page dated April 30, 1993.

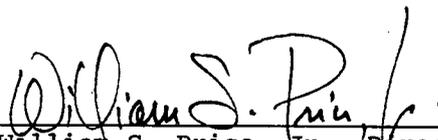
APPROVAL RECOMMENDED



Jeannie L. Kearns
Chief Records Officer
Department of Transportation

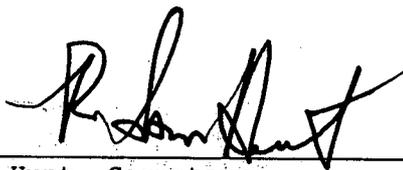


C. Wayne Stallings, Controller
Fiscal Section

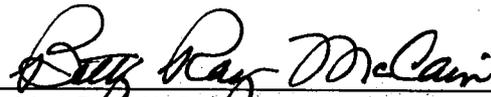


William S. Price, Jr., Director
Division of Archives and History

APPROVED



R. Sam Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

April 30, 1993

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH

Amend the records retention and disposition schedule approved November 6, 1989 by changing the title, file description, and disposition instructions of Item 3041 as shown on substitute page dated August 5, 1994.

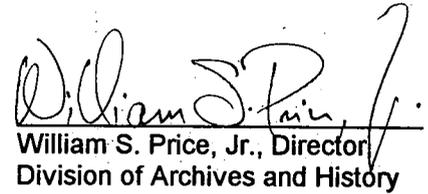
APPROVAL RECOMMENDED



Melinda B. Hemphill, Chief Records Officer
Department of Transportation

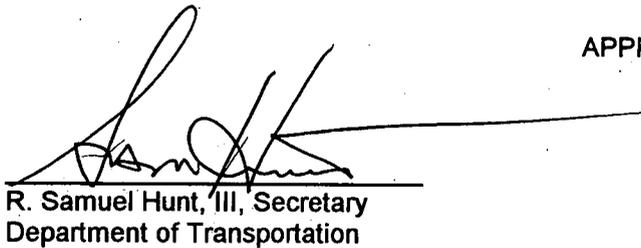


Wayne Stallings, Controller
Fiscal Section



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

APPROVED



R. Samuel Hunt, III, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

August 5, 1994

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

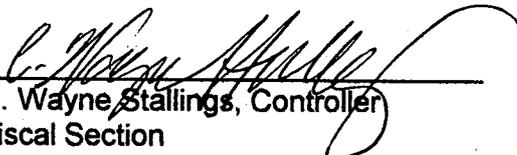
DEPARTMENT OF TRANSPORTATION
FISCAL SECTION

Amend the records retention and disposition schedule approved November 6, 1989, by adding new Item 36286 as shown on substitute page dated December 11, 1995.

APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation

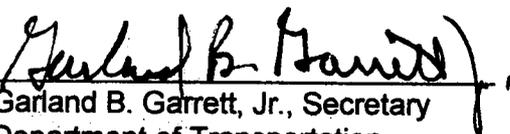


C. Wayne Stallings, Controller
Fiscal Section

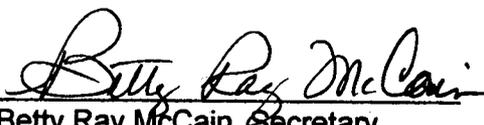


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

December 11, 1995

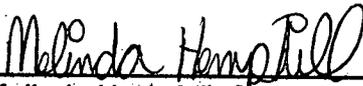
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
PAYROLL, INSURANCE, AND COMPENSATION BRANCH

Amend the records retention and disposition schedule approved November 6, 1989, by changing the disposition instructions of Item 3049 as shown on substitute page dated April 4, 1996.

APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation

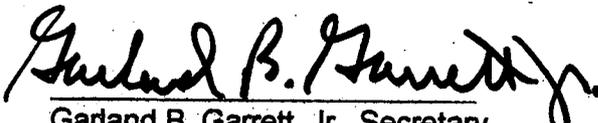


C. Wayne Stallings, Controller
Fiscal Section

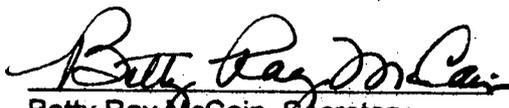


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



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



Betty Ray McCain, Secretary
Department of Cultural Resources

April 4, 1996

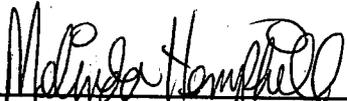
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

Amend the records retention and disposition schedule approved November 6, 1989 by adding Item 41770 as shown on substitute page dated July 15, 1998.

APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


Charles Creech, Accounting Manager
Accounting Branch


C. Wayne Stalling, Controller
Fiscal Section


Jeffrey S. Crow, Director
Division of Archives and History

APPROVED


Norris Tolson, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

July 15, 1998

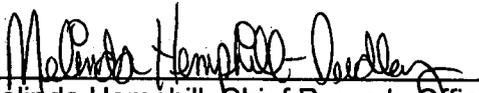
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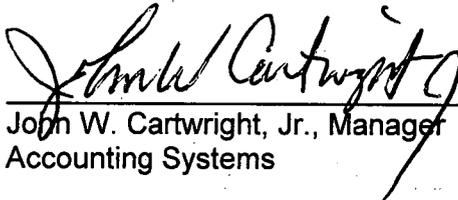
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH

Amend the program records retention and disposition schedule approved November 6, 1989 by changing the disposition instructions of Item 3041 as shown on substitute page dated April 20, 2001.

APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


John W. Cartwright, Jr., Manager
Accounting Systems


Wayne Stallings, Controller
Fiscal Section


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Lyndo Tippett, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 20, 2001

MS

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 2967. JOURNAL VOUCHER SUPPORTING DOCUMENTS FILE.

Supporting data for journal vouchers comprising a large segment of the journal voucher record group. File includes fuel issues forms, equipment inventory issues forms, maintenance and construction inventory issues and equipment rental forms, and distribution of vehicle rentals forms.

DISPOSITION INSTRUCTIONS: Microfilm in agency source documents biweekly to state standards. Retain one copy of microfilm in agency and transfer one copy of microfilm to the State Records Center. Destroy in agency paper records after microfilm has been verified and quality control procedures completed. Destroy all microfilm after 10 years.

ITEM 2971. GENERAL AND BUDGET LEDGER PRINTOUT FILE.

Programs 50080 and 50090, which are monthly postings by computer and list records date, reference, debit, credit, balance, and amount brought forward for the following types of accounting classifications: cash, accounts receivable, federal-aid participation, inventories, accrued income, assets, liabilities, funded reserves, investment funds, surplus funds, revenue, expenditures, estimated revenue, allotment deposits, appropriations, allotments, allocations, and detail expenditures.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 2973. COMPLETED WORK ORDER DETAIL LEDGER SHEETS FOR FEDERAL AND GRANT PROJECTS FILE.

Ledger sheets for projects which have been completed.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 6 additional years and then destroyed provided that final vouchers have been paid by the Federal Highway Administration (FHWA) or waiver is obtained by written authorization from FHWA to destroy the records.

ITEM 2983. ANNUAL REPORT OF THE CONTROLLER FILE.

Annual report issued on June 30th for the past fiscal year. (Report presents financial condition of various funds which comprise the Highway Fund and summarizes the results of operations of these funds.)

DISPOSITION INSTRUCTIONS: Retain one complete set in agency permanently. Transfer to the State Records Center one copy of each annual report when published. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 2984. MONTHLY FINANCIAL STATEMENTS FILE.

Monthly financial statements which list all aspects of financial operations. (Statements are cumulative for fiscal year and contain the following types of exhibits and schedules: balance sheets; statements of revenue; statement of appropriations, apportionments, participations, allotments, and expenditures; statement of encumbrance accounts, allotments, project allocation, and work order allocations; schedules of expenditures versus budget, salaries, and state maintenance and construction; status of federal-aid allocations; and statement of federal-aid participation.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed except the June statement. Transfer the June statement after 5 years to the custody of the Archives.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 2985. NEVER-ENDING REPORT (SCHEDULE OF EXPENDITURES) FILE.

Cumulative summary listing annual expenditures by system, work-order type within system, division, city or town, and by county. (The major breakdown lists year, expenditures for federal-aid construction, state construction, state maintenance, bond program, total expenditures for year, and totals for each category.)

DISPOSITION INSTRUCTIONS: Retain one copy in office permanently. Destroy in office remaining copies when superseded or obsolete.

ITEM 2986. EXPENDITURES VERSUS BUDGET FILE.

Program 50260, which lists departmental expenditures for the current month and year-to-date, budgeted amount, unexpended budget, and totals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2987. TRIAL BALANCE AND APPROPRIATIONS SOURCE LISTING FILE.

Monthly reports for Program 50100 listing accounting code, debit amount, credit amount, and totals. (The appropriations source listing shows department number, object code, appropriations-prior month source balance, current month, current year; allotments for current year; and unallotted appropriations.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2989. ANALYSIS OF BOARD ACTION BY COUNTY FILE.

Program 50510, which is a monthly run for analysis of board actions. (Program lists date, county, system, work order number, description, current month total, and year-to-date total cost.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2991. PROJECT REPORTS FILE.

Monthly Program 50560, listing information for uncompleted and completed projects and current fund and bond information. Information includes project finance code, project number, project allocations brought forward and current year, work order number, work order allocations brought forward and current year, amounts expended, unallocated balance, unexpended project balance, reconciliation, and totals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year except for June 30th listing. Records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy in office June 30th listing on microfiche after 10 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 2992. UNALLOCATED PROJECT ALLOCATIONS-IN PROGRESS, BROUGHT FORWARD AND CURRENT YEAR, AND SOURCE LISTING FILE.

Monthly Program 50300, which lists department number, project finance code, project number, amount allocated for current year, unallocated amount for current year, amount brought forward, allocated amount brought forward, unallocated amount brought forward, and totals for each category. Listing includes source listing for all systems: primary, secondary, urban, public service roads, capital improvements, federal-aid Highway Planning and Research (HPR), federal-aid construction, and state-aid to municipalities.

DISPOSITION INSTRUCTIONS: Destroy in office June 30th report after 2 years.

ITEM 2993. JOB ORDER MASTER IN-PROGRESS AND COMPLETED FILE.

Monthly Programs 10060 and 10065, which show job order number, set up date, estimated completion date, department number, function code, objective code, current billing code, work order number, project finance code, project number, federal number, job order description, and code.

DISPOSITION INSTRUCTIONS: Destroy in office current month master and June 30th completed (10065) report after 10 years.

ITEM 2994. LIST OF JOB ORDERS COST FILE.

Program 70460, which is a quarterly listing of all 4.3xxx and 4.4xxx job orders. The register lists reference number, system, job order number, department number, function code, objective code, current billing code, expenditure amount, warrant number, cash book page, class code, hours, batch number, serial number, vendor or social security number, date, and parcel number.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

ITEM 2995. CLOSED JOB ORDERS FILE.

Invoices, correspondence, and detail of Account 11204 for closed job orders.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

ITEM 2996. JOB ORDER COST DISTRIBUTION FILE.

Annual listing showing cost distribution of job orders among departments.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 2997. JOB ORDER COSTS AND DISASTER CLAIM ORDER COSTS FILE.

Program 30026 for job order costs and disaster claim job order costs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 2998. EQUIPMENT COST AND DEPRECIATION MASTER FILE.

Monthly Program 40125, a report of rental equipment numbers, their total cost and depreciation. Listing shows the equipment number, year model, date set up for depreciation, life months, termination date for depreciation, capital cost, accumulated depreciation, book value, salvage value, and current month's depreciation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 2999. STATEMENT OF EQUIPMENT RENTAL INCOME VERSUS EXPENSE AND UTILIZATION FILE.

Programs 40140 and 40150, which report rental equipment comparing total rental income to total expense of each piece of equipment over its useful life until sold or junked. Program 40140 lists information on equipment number, rental income, labor and travel expense, parts repairs, fuel and lube, tires, depreciation, total expense, profit or loss, meter miles hours, rental hours, down hours, and stored hours. Program 40150 lists class code, description, year model, number per class, accumulated income for life, expense for life, profit or loss, amount, percentage, year-to-date income, year-to-date expense, profit or loss amount, and percentage.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year except for June 30th listing. Records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy in office June 30th listing on microfiche after 10 years. Transfer security copy of microfiche to the State Records Center and destroy after 10 years.

ITEM 3000. EQUIPMENT MASTER LISTING FILE.

Programs 80058 and 80059, a biweekly master file listing of all rental equipment. Listing shows description, year model, license number, rental code, rental rate, equipment division, status, date, department, county, name, class code, and equipment number.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3001. RENTAL EQUIPMENT ASSIGNED TO COST CENTERS FILE.

Program 80055, a biweekly listing of rental equipment status assigned to the various departments as of the last date in the pay period. Listing shows information on the cost center, class code, equipment number, year model, description, daily flat rental rate, date, current assignment, rent days, and down days.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3002. EQUIPMENT RENTAL AND FUEL CHARGES FILE.

Program 80050 for biweekly equipment rental and fuel charges billed to each cost center. The total of this listing represents the actual equipment rental journal entry total (JV-05). Listing shows department, class code, equipment number, rental charge, fuel charge, total charge by class code, and total charge by department.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 3003. FUEL CHARGES TO EQUIPMENT NUMBERS FILE.

Program 92556, which is a biweekly listing of all fuel issued to rental equipment. Listing shows equipment number, date of each fuel issue, and dollar amount issued.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3008. CASH BOOK CORRESPONDENCE FILE.

Correspondence covering entries in cash receipts book which relate to such matters as sale of surplus property, charges to municipalities for maintenance or construction projects, and credits for sale or rental of Department of Transportation property. File includes forms for municipal fund charges and transfer of municipal maintenance or construction charges, as well as remittance sheets and memorandums.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 6 additional years and then destroyed provided that all final vouchers have been paid by the Federal Highway Administration (FHWA) or waiver is obtained by written authorization from FHWA to destroy the records.

ITEM 3009. CLOSED DAMAGE CLAIMS FILE.

Reports and correspondence concerning damage to Department of Transportation property by persons other than Department of Transportation personnel. File includes reports of accidents involving Department of Transportation property and/or equipment, standard invoices, traffic accident reports, related correspondence, and one copy of the invoice marked "closed" to indicate that damages are paid or that claim has been determined uncollectible. (The report is prepared by the section, branch, or unit for assessing the amount of damage, itemizing the repair costs, and repairing the damaged property and is forwarded to the Fiscal Section for collection of the invoice amount from the responsible party or insurance company. Uncollected claims are referred to the Office of the Attorney General for collection or until release is signed by the State Highway Administrator authorizing the Fiscal Section to discontinue its efforts to

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 3010. LEASES, CONTRACTS, AND AGREEMENTS FILE.

Records concerning acquisition of property and lease or rental of property. File includes correspondence from Property Management, agreements with cities and towns and property owners, maps, and working papers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after expiration of lease, contract, or agreement. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3019. CONTRACT AND CONSTRUCTION ENGINEERING COST FILE.

Program 85021, which is a monthly computer printout listing comparison of construction engineering costs to payment to contractors. Report lists division number, work order number, contract dollars, total construction engineering, field engineering, field inspection, office engineer, other construction engineering dollars and man hours, and totals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 3023. FUELS, LUBRICANTS, AND SERVICE FILE.

Information obtained from the Highway Facilities. File includes a biweekly computer listing sorted by agency code (job order) and lists department name, agency name, date, equipment number, station, gasoline issues (gallons and amount), oil/lube (quarts, pounds, and amount), fuel oil/kerosene (gallons and amount), service (inspection, grease, and wash), and total amount. (Subtotals are given for each agency with sales tax and administrative charges added where applicable for a total amount due per agency. A summary total of sales tax and administrative charges added is given at the end of these programs.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3024. FUEL ISSUE HISTORY FILE.

Year-to-date history file for fuel issues under Program 90575 listing purchase location, station, department, and amount of fuel.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3025. SUMMARIES FUEL ISSUES BIWEEKLY DETAIL FILE.

Program 90530, which lists pay period, store, card count, quantity, cost amount, transmission fluid, kerosene, fuel oil, and gasoline.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3027. PROGRAM 85020 - MONTHLY REPORT OF "COUNTY MAINTENANCE COST BY SYSTEM" FILE.

Records concerning work that has been reported in the pay periods for that month and labeled by function, unit of measure, work accomplished (current and year-to-date), work planned (work accomplished initially planned at the beginning of each fiscal year), year-to-date total cost, unit-cost (current, year-to-date, estimated), year-to-date unit cost (labor, equipment, material, other) and compared by system.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3029. APPLICATION NUMBERS ISSUED FILE.

Program 91020, which is a sequential application number listing of sign permit holders by division and district. The run lists division, district, county, sequence number, mile post (distance from right-of-way), permit number, landowner, date erected, length, height, area, display code, number of displays per sign, conforming code, and statistical code.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 3030. APPLICATION NUMBERS ISSUED-MILE POST LISTINGS FILE.

Sequential mile post number listing of signs by division, district, county, and route number. The run lists division, district, county, sequence number, mile post, permit number, landowner, date erected, length, height, area, display code, number of displays per sign, and conforming code and statistical code.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3031. LICENSED OUTDOOR ADVERTISERS-MASTER FILE.

Program 91004, which is an alphabetical and sign owner number listing of Outdoor Advertisers in North Carolina. This run lists sign owner number, name, address, city, state, and zip code.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3032. RENEWAL INVOICES FILE.

Annual billing of sign owners renewing all permits under their names. Listing is in application number sequence for each sign owner by division and district, and includes application number, permit number, county, mile post, and name of landowner.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3034. COST AND VARIANCE REPORTS FILE.

Indirect cost distribution for 20155, 20152A, 20154A, and 20153A programs. File includes date on labor, materials, and equipment rental variance monthly programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3035. PROGRAM 90000 FILE.

Program 90000 including but not limited to 92330, 92340-A-B-C, 92341B, 92340D, 92341, 92342, and 93435.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3036. ROUTE AND BRIDGE EXPENDITURES REPORTS FILE.

Programs 50110, 50115 and 70910, which is a monthly computer report of cost by system, route number, and bridge number. Information includes year-end report of cost by system, route number, and bridge number.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

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ITEM 3038. PROGRAM 70000 FILE.

Program 70000, which includes but not limited to 70160, 70024, 70934, and 70932.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3039. ANNUAL HIGHWAY CONSTRUCTION AND MAINTENANCE REPORT TO THE GENERAL ASSEMBLY FILE.

Program 72210, which is an annual report of construction and maintenance expenses and allocations. File includes work order numbers, county, system, and summary by county.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3040. SUMMARY OF ITEMS ISSUED FROM INVENTORY FILE.

Programs 92170 and 92160, which lists daily issues of inventory by pay period, department, store, item, quantity, and amounts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 3041. NORTH CAROLINA BOARD OF TRANSPORTATION AGENDAS AND MINUTES FILE.

Reference copies of the North Carolina Board of Transportation agendas and minutes concerning the actions of the board, such as approving projects to be awarded in highway letting, announcing the amount of construction funds to be allocated for financing highway projects and how the funds are to be used, and other related information. Amended 4-24-01

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

ITEM 24534. CALENDAR YEAR EXPENDITURES FILE.

Program 70130 listing county, system, work order, description, and amount for maintenance and construction.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 24536. COMPLETED AND CURRENT FUND WORK ORDER ALLOCATIONS AND EXPENDITURES FILE.

Annual run of Program 70080 of current year source listing.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) system. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24538. CORRESPONDENCE FILE.

Correspondence, memorandums, reports, and other materials concerning the performance of routine office administration activities in the Accounting Branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 24540. DEPARTMENTAL DETAIL LEDGERS FILE.

Program 50450, which is a monthly posting by computer for records which detail expenditures by department. (The documentation is maintained pursuant to the Federal Highway Administration requirements as stated in Volume 1, Chapter 6, Section 2 of the Federal-Aid Highway Program Manual. The following items are printed by department number, objective code, reference, source of entry, expenditures, brought forward expenditures, current monthly expenditures, and cumulative-to-date expenditures.)

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24541. DETAIL LEDGERS FILE.

Records concerning standing maintenance of 6., 7., and 9.5 work order detail ledgers which are not completed.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24542. DISASTER CLAIMS TRANSFERRED TO MAINTENANCE FILE.

Monthly program concerning flood damage information transferred to maintenance. File includes 50147 and 50148 programs listing job order and site.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded, except June 30th listing. Destroy in office June 30th listing after 4 years.

ITEM 24543. EQUIPMENT AVAILABLE FOR TRANSFER FILE.

Program 80056, which is a biweekly summary of the quantity of rental equipment listed in each status as follows: on rent, broken down, on sale line, stored, and available for transfer. The report lists class code, description, equipment depot, Division 01-14, central equipment operations, and total.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24545. FORCE ACCOUNT CONSTRUCTION FILE.

Force account construction for Program 93430. File includes computer printout by division, district, county, work order, and description of work and cost.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24546. FUEL ISSUES CARD-TO-TAPE FILE.

Computer listing showing fuel issued. Listing is compiled each pay period and lists date, type, equipment number, object, department, work order, function, C.B., reference, store, quarts, pints, gallons, type lubrication, lubrication value, type fuel, fuel value, and number of cards by store. File includes fuel issues summary-store, card count, gallons, and total amounts by division and

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 24547. IN-PROGRESS WORK ORDERS INACTIVE FOR OVER THREE MONTHS FILE.

Quarterly Program 70365, which lists work order number, project finance code, project number, work order number, county code, allocations brought forward, current year expenditures brought forward, current year unexpended balance, months inactive, and summaries by system and division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 24550. MAINTENANCE PLAN FOR FISCAL YEAR FILE.

Orders, department and function information, and estimated planning costs.

DISPOSITION INSTRUCTIONS: Destroy in field offices after 6 years.

ITEM 24551. MUNICIPAL MAINTENANCE AGREEMENTS-TRAFFIC CONTROL DEVICES FILE.

Agreements between the Department of Transportation and municipalities for reimbursing costs incurred for signs, pavement markings, signals, and electric power for signals on state-maintained streets and roads within the corporate limits of the municipality. (The executed agreement specifies conditions and payment rates for the traffic control devices and is used to verify the municipalities' requests for reimbursement.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24553. OUTSTANDING PERFORMANCE DEPOSITS FILE.

Forms, correspondence, and memorandums concerning submission and reimbursement of bonds. File includes forms for submission of performance deposit and reimbursement of performance deposit. (Letter or memorandum from district engineer authorizes return of bonds which were posted for work to be done.)

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after closing.

ITEM 24554. OVERDRAFTS IN WORK ORDERS FILE.

Program 90115 monthly listing. File includes project finance code, project number, work order number, county code, allocations brought forward and current year, expenditures brought forward and current year, overdraft amount, totals, and summaries by system and division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 24557. PROGRAMS 85030, 85040, AND 85050 - QUARTERLY REPORT OF "MAINTENANCE COST RECORD COPIES" FILE.

Records concerning work that has been reported in pay periods for the current reporting quarter, and labeled by function, unit of measure, work accomplished (current and year-to-date), work planned (work accomplished initially planned at the beginning of each fiscal year), year-to-date total cost, unit (current, year-to-date estimated), year-to-date unit cost (labor, equipment, material, other), and compared by county.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 24561. REPORT OF COMPLETED WORK ORDERS FOR THE PERIOD MAY 1, 1962 TO JUNE 30TH, (CURRENT) FILE.

Fiscal year-end report listing completed work orders by system, finance code, project number, and work order number sequence. (The amount of total allocations and expenditures is listed by work order and by date of completion.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded by current year's run.

ITEM 24562. RIGHT-OF-WAY RESIDUE PROPERTY FILE.

Quarterly computer printout listing approximate location and previous landowner, acres, book value, status of the property (retained for use or for resale), county location of the property, designated parcel number, and project work order number. (Right-of way property forms are used to update and record residue property transactions.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24563. STATEMENT OF MAINTENANCE AND CONSTRUCTION EXPENDITURES BY PROJECT TYPE AND PROJECT FINANCING CODE FILE.

Program 71030 listing expenditures for the fiscal year by objective and system. File includes Program 71005.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24564. SUMMARIZED TRANSACTIONS AND APPROPRIATIONS FILE.

Program 95225, which is a listing of the department number, finance code, and journal entry 45, 22, and year-to-date data.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24565. SUMMARY OF EXPENDITURES BY OBJECTIVE CODE FILE.

Program 90066, which is a monthly computer edit of expenditures by the following objectives: 670-Interest, 315-Consultant Fees, 880-Rent, 601 through 604-Right-of-Way, 230 and 310-Others, and 231-Commissions. (This report is edited to provide the Department of Transportation with a monthly listing of expenditures on a calendar-year basis and to report yearly to the federal government for tax purposes.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24566. SUMMARY OF WORK ORDER ALLOCATIONS AND EXPENDITURES FILE.

Computer programs 70030 and 70060. File shows listing processed, annually shows project finance code, project number, work order number, unexpended balance at beginning of fiscal year, work order allocations for current year, expenditures for current year, unexpended balance at end of fiscal year, and totals.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH**

ITEM 24567. UNALLOCATED PROJECT ALLOCATIONS-COMPLETED, BROUGHT FORWARD, CURRENT YEAR, AND SOURCE LISTING FILE.

Monthly Program 50300, which lists information for completed projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year except for June 30th listing. Records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy in office June 30th listing after 4 years.

ITEM 24568. WORK ORDER ALLOCATIONS AND EXPENDITURES BROUGHT FORWARD FILE.

Program 70020, which is an annual listing to bring forward all allocations and expenditures at July 1, by department and summarized by work order number.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24569. WORK ORDER ALLOCATIONS VERSUS EXPENDITURES FROM FISCAL YEAR 1967 THROUGH CURRENT FILE.

Monthly listing of work orders and information showing identification number, fund work order number, allocations, expenditures, and unexpended work order balance. (This program is for the benefit of Project Management.)

DISPOSITION INSTRUCTIONS: Destroy in office current listing when superseded or obsolete.

ITEM 24570. WORK ORDERS CLOSED FILE.

Program 90001, which describes closed work orders. File includes monthly register of work orders completed.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24572. WORK ORDERS IN PROGRESS FILE.

Program 50691, which is a monthly computer listing consisting of Current Fund (first section) and Bond Fund work orders in order by system, finance code, project number, and work order. Listing includes information on field department, work order allocations, expenditures, field department balance, and unexpended balance.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

ITEM 24573. WORK ORDERS IN PROGRESS MASTER FILE.

Program 90001, which shows a description of work orders in progress. File includes a monthly listing work order number, date set up (month and year), estimated date of completion (month and year), miles, description, county, project finance code, and project number.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 36286. LUST FUND (11252) FILE.

Records concerning leaking underground storage tank (LUST) cleanup sites. File includes various journal voucher entry forms. Amended 12-11-95

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 41770. DISASTER CLAIMS FILE.

Records detailing expenditures associated with disaster claims for emergency operations by Department of Transportation forces. File includes correspondence, job reports (FR-11T), expense vouchers, and other related records. Amended 7-15-98

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after final audit. Records will be held for agency in the State Records Center an additional 3 years then destroyed.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH
FEDERAL-AID ACCOUNTING UNIT**

ITEM 3042. CURRENT BILLING REPORT FILE.

Monthly listings giving numerous breakdowns of current billing to federal government. File includes detail listing of Highway Planning and Research-Planning Research (HPR-PR) expenditures, accrued unbilled costs, and detail expenditures for current billing including such information as total cost of project to-date, non-reimbursable costs, reimbursable costs to-date, exceptions, net total reimbursable cost, state's share, federal share, previous amount billed, and current billing amount. File also includes a summary of expenditures by federal project number, the current billing master file, which provides all information needed on all projects for current billing process, the listing of Federal Highway Administration code cards (cards are punched and sent to the Administration for each amount on each month's current billing); non-participating federal-aid expenditures; projects under right-of-way functions, a breakdown of expenditures authorized for right-of-way acquisition. File breakdowns include exceptions to federal-aid expenditures (cumulative detail for work orders on which current billing has, for various reasons, been suspended), summary of federal-aid exception file by current billing code, current month exceptions, and billed federal-aid exceptions. (Certain segments of these records are transmitted to the Federal Highway Administration, while others are maintained for use by the Federal-Aid Accounting Unit.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3043. WEEKLY CURRENT BILLING FILE.

Programs 95135, 95140, and 95418 for listing of weekly federal-aid expenditures, weekly current billing listing, (current billing, master file, recapitulation), weekly Federal Highway Administration code cards listing, and federal-aid supplemental and accounts receivable.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 24574. FEDERAL-AID REPORTS FILE.

Computer listings prepared specifically to provide information on projects involving federal participation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center at end of current fiscal year. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 24575. AUTHORIZED FEDERAL-AID WORK ORDER NUMBERS FILE.

Monthly listings used as a worksheet for updating federal projects in regard to authorized function codes. Listing gives state work order number, federal number, type of work order, and authorized function codes for each project.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24576. FEDERAL-AID ACCOUNTS RECEIVABLE-IN PROGRESS AND COMPLETED WORK ORDERS FILE.

Listings of accounts receivable which includes accounts receivable code, federal number, state work order number, amount billed, amount received, and accounts receivable balance.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING BRANCH
FEDERAL-AID ACCOUNTING UNIT**

ITEM 24577. FEDERAL-AID PROJECT FILE.

Records concerning each project involving federal-aid participation. File includes Federal Highway Administration forms such as federal-aid project agreements, modification of federal-aid project agreements, letters of authorization, vouchers for work performed under provisions of the federal-aid and Federal Highway Acts, statements of costs incurred under project agreements, vouchers for payment under secondary road plan, and project status records. (Numerous documents on each project also originate in various offices of the Division of Highways and include transfer of charges, memorandums from various departments, copies of agreement estimates, detailed estimate of costs, final estimates, and requests for authorization from Project Management Section.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final payment of project by Federal Highway Administration.

ITEM 24578. GENERAL FEDERAL-AID INFORMATION FILE.

Working papers, various federal reports, and general information related to federal-aid participation and compliance procedures.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
ACCOUNTING SYSTEMS BRANCH**

ITEM 24529. ACCOUNTING PROCEDURES MANUALS AND MEMORANDUMS FILE.

Looseleaf binders concerning accounting systems and procedures. File includes relevant memorandums and directives.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after superseded.

ITEM 24530. ANNUAL REPORT OF THE AUDITOR FILE.

State Auditor's annual report on agency audit.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 24579. PROCEDURAL MANUALS AND WORKING PAPERS FILE.

Official and extra copies of fiscal procedures manuals prepared by accounting systems personnel. File includes working papers used in preparation of manuals.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
COMMERCIAL ACCOUNTS BRANCH**

ITEM 3053. PAID WARRANTS FILE.

Warrants paid by the Department of State Treasurer.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 24581. PROOF LIST OF WARRANTS-PREWARRANT REGISTERS FILE.

Computer listings of warrants paid run daily for the previous day. (One listing is alphabetical by vendor and the other is by batch number. A listing is also run each month for previous month in warrant numerical order.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
EXTERNAL AUDIT BRANCH**

ITEM 24631. CORRESPONDENCE FILE.

Correspondence, memorandums, and general information concerning such subjects as analysis, Federal Highway Administration procedures, inspection reports, and related phases of audit activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24912. CONTRACTOR CLAIMS FILE.

Audit reports and workpapers concerning audits of contractor claims.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 24915. RATE DEVELOPMENT AUDITS FILE.

Reports and workpapers associated with rate development audits of payroll additives, equipment unit overhead, laboratory material test additive, and construction administration

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 24919. MOVING PACKETS FILE.

Audit records concerning the moving of employees' household and personal goods.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24924. MUNICIPAL MAINTENANCE AGREEMENTS FILE.

Invoices and workpapers concerning audits of municipal maintenance agreements.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 24933. SINGLE AUDIT REPORTS FILE.

Local government and public-body independent audit reports prepared in accordance with the Single Audit Act and including North Carolina Department of Transportation grants other than Powell Bill Funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 24935. SINGLE AUDIT REPORTS (POWELL BILL FUNDS ONLY) FILE.

Local government independent audit reports prepared in accordance with the Single Audit Act and including only Powell Bill Funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year all reports in which no questions remain unresolved.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
OFFICE OF THE CONTROLLER**

ITEM 2962. CONTROLLER'S POLICY FILE.

Correspondence, memorandums, reports, printed materials, and other records concerning fiscal management.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 2963. CONTROLLER'S PROGRAM REFERENCE FILE.

Correspondence, memorandums, reports, printed materials, and other materials concerning the Controller's program regarding fiscal policy and procedure.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 2964. INTEROFFICE, DEPARTMENTAL, AND AGENCY CORRESPONDENCE FILE.

Correspondence between the Controller and other units within the Department of Transportation and state agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 24636. CORRESPONDENCE SUBJECT FILE.

Correspondence, memorandums, and other records concerning the program activities of the Fiscal Section.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 24637. DAILY CHRONOLOGICAL FILE.

White copies of Controller's and Assistant Controller's correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
PAYROLL, INSURANCE, AND COMPENSATION BRANCH**

ITEM 3045. BIWEEKLY PAYROLL REGISTER FILE.

Register listing pay period and pay period ending date, date of checks, department number, location code, check number, name of employee, social security number, retirement number, marital status, federal exemption, state exemption, salary rate, time paid, gross pay, federal withholding deduction, social security deduction, state withholding deduction, retirement deduction, insurance deductions, United States savings bond deduction, credit union deductions, miscellaneous deductions, and net pay for each employee. (Documentation maintained pursuant to Federal Highway Administration requirement as stated in Volume 1, Chapter 6, Section 2 of the Federal-Aid Highway Program Manual.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 3046. PAID CHECKS FILE.

Paid payroll checks by pay period, batch number, and batch position number within. (Note: Checks are filmed daily and retained by the Department of State Treasurer by date cleared. Documentation maintained pursuant to Federal Highway Administration requirement as stated in Volume 1, Chapter 6, Section 2 of the Federal-Aid Highway Program Manual.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 months. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

ITEM 3047. CHECK REGISTERS FILE.

Check registers listing warrant number, warrant amount, batch number, batch position number, date paid, and bank code.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 months. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

ITEM 3050. PAYROLL AND ADDITIVE DISTRIBUTION REPORTS FILE.

Register showing department number, work order number, function code, objective code, current billing code, total payroll, additive amount, and total distribution.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3051. BOND REPORTS FILE.

Bond reports showing pay period, social security number, department number, objective code, county code, name of employee, address, deduction code, current pay period deduction, accumulated deductions, refunds, cost of bond issued, and accumulated balance not issued for each employee.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years and when released from all audits. Records will be held for agency in the State Records Center 2 additional years and then destroyed.

ITEM 3052. FICA GROSS FILE.

Printouts of register concerning pay period number, employee social security number, name, department number, location code, objective code, FICA gross, quarterly-to-date gross, salary of other agency, year-to-date deferred income gross, year-to-date earned income credit, earned income credit status, and year-to-date sick pay.

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.

**DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
PAYROLL, INSURANCE, AND COMPENSATION BRANCH**

ITEM 24648. DAILY RECORD OF CLAIMS PAID FILE.

Daily listing showing claim number, name of claimant, and amount paid. (Listing compiled by local Connecticut General Claims Office and accompanies claims checks to Payroll, Insurance, and Compensation Branch, from which checks are mailed.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24660. TIME RECORD AND PAYROLL DISTRIBUTION FIELD ENTRY FILE.

Computer listing for each pay period by department and county number showing social security number, work order, function code, current billing code, overtime code, shift pay code, hours worked during two weeks of pay period with distribution to hours worked, and time absent codes. (Documentation maintained pursuant to Federal Highway Administration requirement as stated in Volume 1, Chapter 6, Section 2 of the Federal-Aid Highway Program Manual.)

DISPOSITION INSTRUCTIONS: Convert in agency computer-generated data to microfiche by using a Computer Output Microfilm (COM) System. Transfer a security copy (silver original fiche) to the State Records Center periodically. Destroy agency and State Records Center microfiche copy after 10 years.