

DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
GRANTS SYSTEM UNIT

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

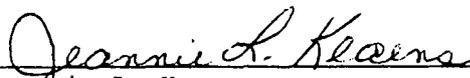
GRANTS SYSTEM UNIT

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 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.

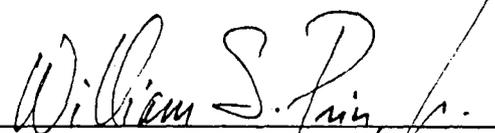
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

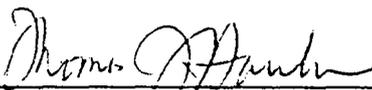
APPROVAL RECOMMENDED

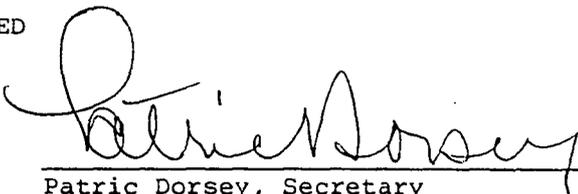

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Division of Archives and History

APPROVED


Thomas Harrelson, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

July 15, 1992

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
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ITEM 33796. GRANT BILLING REPORT FILE

Programs 95160A, 95160B, and 95165 for listing of grant billing expenditures, amounts billed by grant, and work order number. Listing includes cumulative funding, billed amount totals, detail of expenditures billed, and billing percentages.

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 33797. GRANT MONTHLY REPORT (ACC302XX) FILE

Monthly listing giving breakdowns of grant funding, detail of expenditures, receivables by grant, work order number, comparison of funds billed, and grant balances. File also includes copies of Exception Listing and JV99 transaction file.

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 33798. GRANT WORK ORDERS FILE

Records concerning the funding, administration, expenditures, and reconciliation of all grants administered by the grant system. File includes requests for grants and funding changes, T-2 requests, and closing reconciliations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after grant becomes inactive or is closed. Records will be held for agency in the State Records Center 5 additional years and then destroyed.