

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

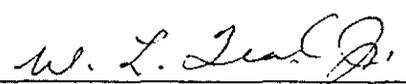
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

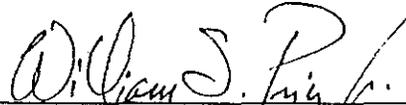
FISCAL SECTION

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 This schedule is to remain in effect until superseded.

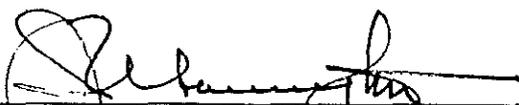
APPROVAL RECOMMENDED


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.

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DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
REVENUE ACCOUNTING BRANCH

Records Retention and Disposition Schedule

Organizational Name Changes

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects a section name change to Revenue Accounting Branch. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated November 6, 1989. 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

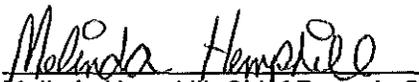
REVENUE ACCOUNTING BRANCH

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. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

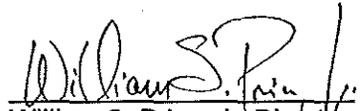
REVENUE ACCOUNTING BRANCH

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.

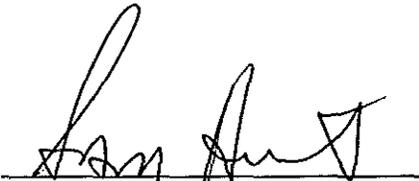
APPROVAL RECOMMENDED



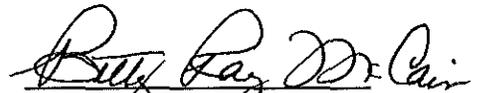
Melinda Hemphill, Chief Records Officer
Department of Transportation



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



Sam Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

May 18, 1994

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

ITEM 3059. MOTOR VEHICLES POSTING VOUCHERS FILE

Daily posting vouchers and related financial records.

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

ITEM 24584. BAD CHECKS CORRESPONDENCE FILE

Correspondence and other records concerning bad checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 24600. DRAFT FILE

Copies of bank payment authorizations and worksheets.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 24604. INSPECTORS AND WEIGH STATIONS DAILY REPORTS FILE

Copies of daily reports from permanent weigh stations.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 24608. NON-DELIVERED CHECKS FILE

Non-delivered checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 24609. NOTICE OF ERRORS FILE

Memorandums notifying branch managers of errors in reports submitted to the Accounting Branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 24610. OVER AND SHORT ACCOUNTS FILE

Over-and-short ledger cards for each branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 24616. RECEIPTS CORRESPONDENCE FILE

Cover letters for receipt books issued and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 24656. BRANCH AGENT SETTLEMENT SHEETS FILE

Blue copies of monthly settlement sheets.

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

ITEM 24860. DAILY COLLECTIONS FILE

Pencil copies of daily collections.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 24895. SUSPENSE WORKSHEETS FILE

Original worksheets showing funds in and out of suspense account.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.