

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

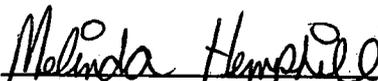
REVENUE ACCOUNTING BRANCH

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 This schedule is to remain in effect until superseded.

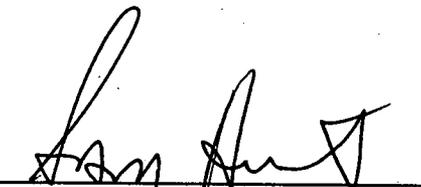
APPROVAL RECOMMENDED



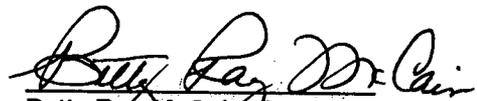
Melinda Hemphill, Chief Records Officer
Department of Transportation



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

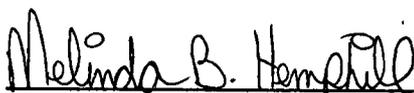
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

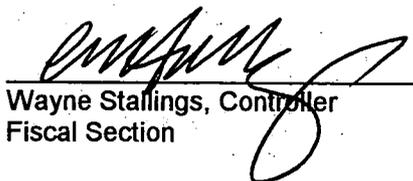
DEPARTMENT OF TRANSPORTATION
FISCAL SECTION
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Amend the records retention and disposition schedule approved May 18, 1994 by changing the file description of Item 24591, changing the disposition instructions of Item 24618, and changing the disposition instructions of Item 24659 as shown on substitute pages dated July 29, 1994.

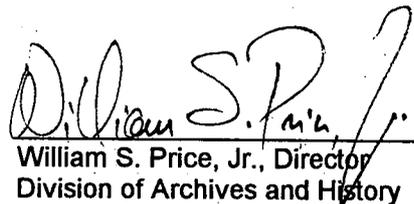
APPROVAL RECOMMENDED



Melinda B. Hemphill, Chief Records Officer
Department of Transportation

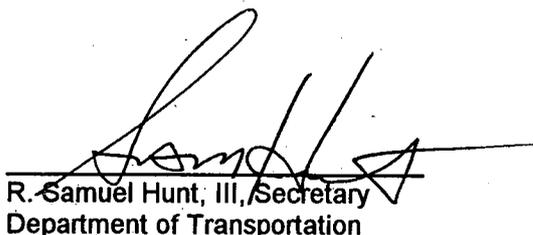


Wayne Stallings, Controller
Fiscal Section

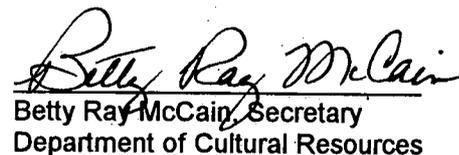


William S. Price, Jr., Director
Division of Archives and History

APPROVED



R. Samuel Hunt, III, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

July 29, 1994

HFH

**DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES
FACILITIES DESIGN**

ITEM 3117. CAPITAL IMPROVEMENTS (ACTIVE WORK ORDER) PROJECTS FILE.

Records concerning land and buildings leased and/or owned by Department of Transportation. File includes correspondence, inspection reports, survey reports, test reports, monthly construction reports, architectural designs, work order allotments, contracts, and other related records. File also includes documentation on the Vietnam Veterans Highway Memorial.

DISPOSITION INSTRUCTIONS: Transfer to Capital Improvements (Inactive Work Order) Projects File (Item 40628) when project completed.

ITEM 40626. ADMINISTRATIVE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the administration and operations of the unit. Electronic files on hard drives and magnetic disks include drafts of correspondence, memorandums, statistical reports, management studies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office magnetic disks when administrative value ends.

ITEM 40628. CAPITAL IMPROVEMENTS (INACTIVE WORK ORDER) PROJECTS FILE.

Inactive records concerning land and buildings leased and/or owned by Department of Transportation. File includes correspondence, inspection reports, survey reports, test reports, monthly construction reports, architectural designs, work order allotments, contracts, and other related records. File also includes documentation on the Vietnam Veterans Highway Memorial.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 40633. JOB REPORT (FORM FR-11T) FILE.

Reports used to collect cost accounting information on labor, equipment, materials, and work accomplished. Reports list names of departments and counties where employees and equipment assigned, dates, work order numbers, employees' work time, equipment work time, materials used from inventory, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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