

DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES
FACILITIES DESIGN

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

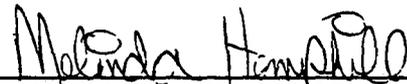
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition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

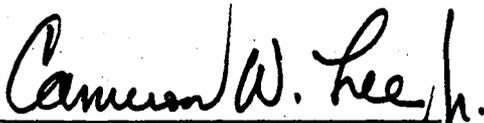
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



Cameron Lee, State Operations Engineer
General Services

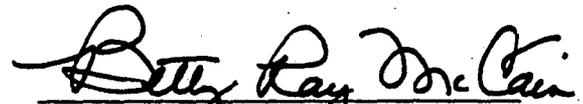


Jeffrey D. Crow, Director
Division of Archives and History



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

APPROVED



Betty Ray McCain, Secretary
Department of Cultural Resources

September 8, 1997

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
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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.