

DEPARTMENT OF TRANSPORTATION
GOVERNOR'S HIGHWAY SAFETY PROGRAM

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

GOVERNOR'S HIGHWAY SAFETY PROGRAM

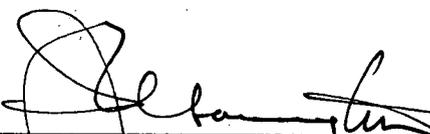
do not and will not have further official use of value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

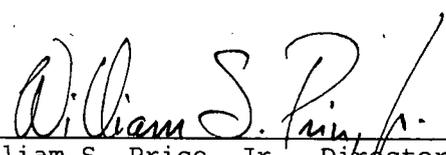
GOVERNOR'S HIGHWAY SAFETY PROGRAM

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

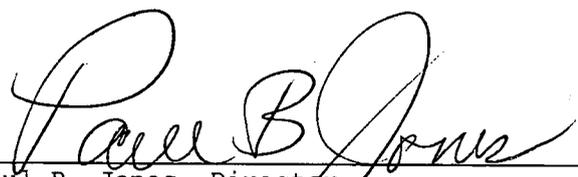
APPROVAL RECOMMENDED

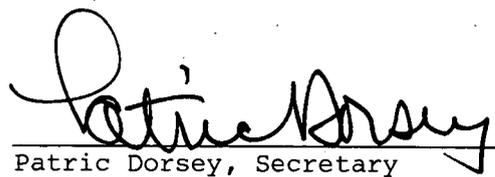

Jeannie L. Kearns, Agency Records Officer
Department of Transportation


James E. Harrington, Secretary
Department of Transportation


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

APPROVED


Paul B. Jones, Director
Governor's Highway Safety Program


Patric Dorsey, Secretary
Department of Cultural Resources

April 15, 1988

MCC

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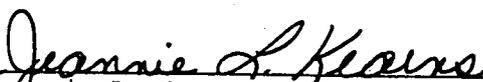
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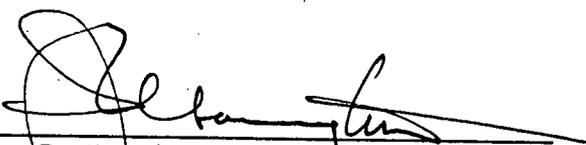
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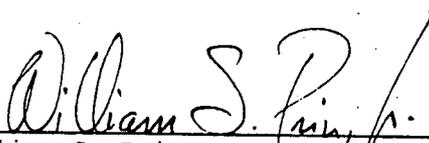
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APPROVAL RECOMMENDED


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April 15, 1988

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 17866. GOVERNOR'S HIGHWAY SAFETY COMMISSION MINUTES FILE.

Minutes of the Governor's Highway Safety Commission with related memorandums and attachments.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 17871. NATIONAL HIGHWAY TRAFFIC SAFETY ASSOCIATION/FEDERAL HIGHWAY ADMINISTRATION ORDER 402-10 FILE.

Guidelines for the use of 402 funds, eligibility requirements, and procedures for submitting supplemental training information, with related memorandums and forms.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 17883. FEDERAL VOUCHER FILE.

Bills rendered to Atlanta office of National Highway and Traffic Safety Administration for reimbursement. File includes base year data.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

ITEM 17896. PROJECT STATUS REPORT FILE.

Reports showing federal expenditures for state highway safety projects.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project is closed.

ITEM 17898. CURRENT PROJECT FILE.

Project grant agreements showing funds allocated and approved by North Carolina's Annual Work Program with quarterly progress reports.

DISPOSITION INSTRUCTIONS: Transfer to Closed Project File when closed.

ITEM 17899. CLOSED PROJECT FILE.

Bills that have been received and paid for by the North Carolina Annual Work Program. File includes final accomplishment reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 17900. CURRENT PROJECT BILL FILE.

Documents submitted by recipients of funds, including cost breakdowns by categories and project numbers.

DISPOSITION INSTRUCTIONS: Transfer to Closed Project Bill File when closed.

ITEM 17901. CLOSED PROJECT BILL FILE.

Bills that have been received and paid with total cost of project included.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after released from all audits. Records will be held for agency in the State Records Center 4 additional years and then destroyed.

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ITEM 17902. DISAPPROVED PROJECTS FILE.

Records concerning projects not approved.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17903. GOVERNOR'S HIGHWAY SAFETY PROGRAM NEWSLETTER FILE.

Working file for upcoming newsletters and back issues of past newsletters. File includes articles in progress and layout sheets.

DISPOSITION INSTRUCTIONS: Destroy in office working copies after 1 year. Destroy in office back issues when reference value ends.

ITEM 17904. EVALUATION REPORT FILE.

Yearly reports to the National Highway Traffic Safety Administration evaluating the past year's highway safety projects.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17905. HIGHWAY SAFETY PLAN FILE.

Yearly reports to the National Highway Traffic Safety Administration regarding proposed highway safety projects eligible for federal funding.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17910. GOVERNOR'S HIGHWAY SAFETY PROGRAM PROJECT CORRESPONDENCE FILE.

Correspondence dealing with projects administered by the Governor's Highway Safety Program.

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 transferred to the custody of the Archives.

ITEM 17913. PROMOTIONAL MATERIALS INVENTORY FILE.

Inventories of promotional materials sent to outside groups and listings of individuals receiving the materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17916. QUARTERLY PROGRESS AND FINAL ACCOMPLISHMENT REPORTS FILE.

Completed quarterly progress and final accomplishment reports for projects.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project is completed.