

DEPARTMENT OF TRANSPORTATION  
INTERNAL AUDIT

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

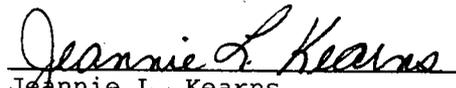
INTERNAL AUDIT

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 this schedule are not authorized to be destroyed.** The

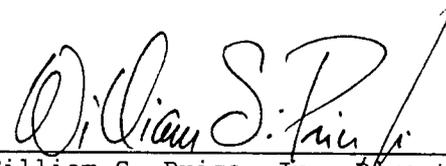
INTERNAL AUDIT

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.

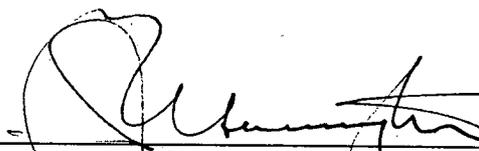
APPROVAL RECOMMENDED

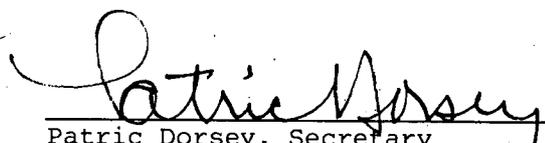
  
Jeannie L. Kearns  
Chief Records Officer  
Department of Transportation

  
Marion Strock  
Chief Internal Auditor

  
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

August 1, 1988

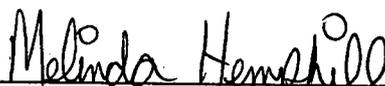
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

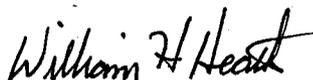
**Department of Transportation  
Internal Audit**

Amend the records retention and disposition schedule approved August 1, 1988 by changing the records series title and disposition instructions for Items 16445 and 16461; and by changing the disposition instructions for Item 16448 as shown on substitute pages dated December 6, 1994.

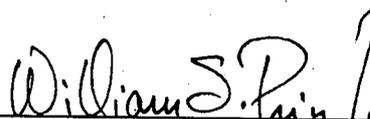
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer  
Department of Transportation



William H. Heath, Chief Internal Auditor  
Department of Transportation

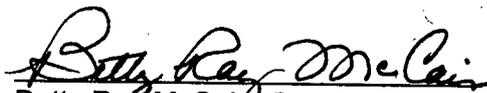


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Sam Hunt, Secretary  
Department of Transportation



Betty Ray McCain, Secretary  
Department of Cultural Resources

December 6, 1994

MS

DEPARTMENT OF TRANSPORTATION  
INTERNAL AUDIT

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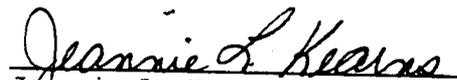
INTERNAL AUDIT

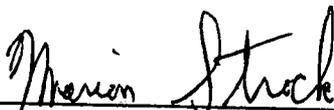
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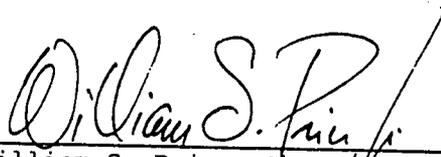
INTERNAL AUDIT

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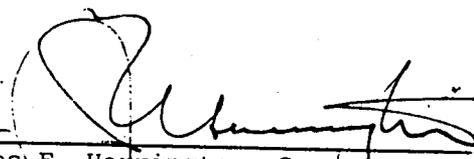
APPROVAL RECOMMENDED

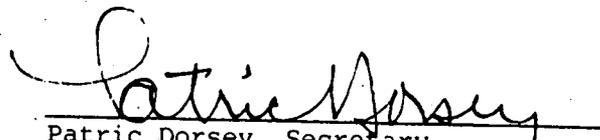
  
Jeannie L. Kearns  
Chief Records Officer  
Department of Transportation

  
Marion Stroch  
Chief Internal Auditor

  
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

August 1, 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  
INTERNAL AUDIT**

**ITEM 4068. AUDIT REPORTS FILE.**

Federal, state, and Department of Transportation audit reports and correspondence concerning replies to actions taken on audits. File includes records pertaining to short-term audits.

DISPOSITION INSTRUCTIONS: Transfer one copy of audit report to Audit and Work Flow File. Transfer to the State Records Center remaining records 5 years after completion of audit. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 16441. CORRESPONDENCE FILE.**

Letters, correspondence, and memorandums originated in the Internal Audit Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 16445. WORK AREA PERMANENT FILE.**

Audit reports, work flow records, work area descriptions, organization charts, and other related records concerning work areas. Amended 12-6-94

DISPOSITION INSTRUCTIONS: Retain in office audit reports and permanent work area files permanently. Destroy in office remaining records covering obsolete work areas 6 years after becoming obsolete.

**ITEM 16450. AUDIT PROGRAM FILE.**

Program information concerning objectives of each audit. File includes records regarding the purpose and scope of each audit and preliminary audit work planning records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 16452. AUDIT WORK PAPERS FILE.**

Auditors' work papers and supporting documents used to establish findings of audits conducted. File includes records concerning limited-scope audits.

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after establishment of findings.

**ITEM 16454. STATE AUDITOR'S REPORTS FILE.**

Audit findings by Department of State Auditor concerning the Department of Transportation.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16460. YEAR-TO-DATE MASTER CONTROL FILE.**

Financial records used to document all year-to-date pay period transactions.

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

**ITEM 16461. FINANCIAL STATEMENTS FILE.**

Reports summarizing all Department of Transportation expenditures by purpose within fund type. Amended 12-6-94

DISPOSITION INSTRUCTIONS: Destroy in office after current fiscal biennium with exception of June 30th report. Destroy in office June 30th report after 4 years and when released from all audits, whichever occurs later.