

Department of Transportation  
Office of Bicycle and Pedestrian Transportation

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

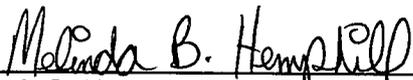
Office of Bicycle and Pedestrian Transportation

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

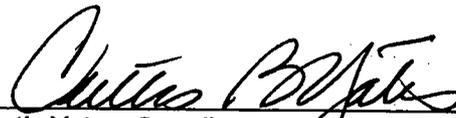
Office of Bicycle and Pedestrian Transportation

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 This schedule is to remain in effect until superseded.

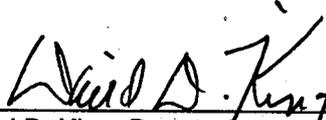
APPROVAL RECOMMENDED



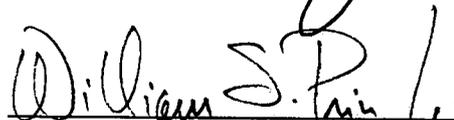
Melinda B. Hemphill, Chief Records Officer  
Department of Transportation



Curtis Yates, Coordinator  
Office of Bicycle and Pedestrian Transportation

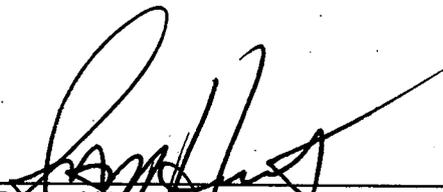


David D. King, Deputy Secretary for  
Transit, Rail, and Aviation



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

August 26, 1994

MCC

Department of Transportation  
Office of Bicycle and Pedestrian Transportation

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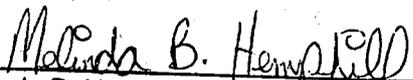
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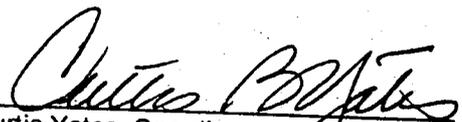
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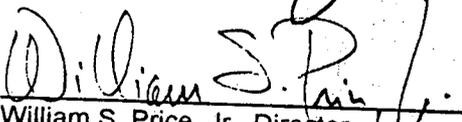
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APPROVAL RECOMMENDED

  
Melinda B. Hemphill, Chief Records Officer  
Department of Transportation

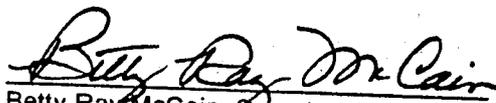
  
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R. Samuel Hunt, III, Secretary  
Department of Transportation

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

August 26, 1994

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  
OFFICE OF BICYCLE AND PEDESTRIAN TRANSPORTATION**

**ITEM 16412. OPERATING AND PROGRAM RECORDS FILE.**

Records concerning the program. File includes correspondence concerning administration of the bicycle program, reports, records regarding federal grant programs, program issues, workshops, bicycle races, and safety education programs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

**ITEM 16414. DIRECTOR'S WORKING FILE.**

Reference copies of design guidelines, project materials, N.C. Bicycle Committee records, and other related records concerning the program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16415. ACCIDENT STATISTICS, BICYCLE ORGANIZATIONS, AND BICYCLE FACILITY PLANNING REFERENCE FILE.**

Records concerning bicycle accidents, bicycle clubs, camping, and bikeways planning. File includes copies of grants, minutes of meetings and committees, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16417. LEGISLATIVE FILE.**

Records concerning ratified and proposed legislation. File includes other states' legislative records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16418. LAW AND LEGAL FILE.**

Records concerning Attorney General's opinions, Bicycle Program Authority, and N.C. bikeway regulations. File also includes court records, North Carolina laws and highway ordinances, and other states' laws.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

**ITEM 16419. AWARDS FILE.**

Records concerning bicycle awards. File includes information regarding awards for local governments, local schools, individuals, and organizations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16420. CITY-COUNTY FILE.**

Records concerning bicycle programs operated by various cities and counties. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 16421. RACE PROJECTS FILE.**

Records concerning road races. File includes information regarding N.C. bicycle safety, city projects, and safety education.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 16422. CORRESPONDENCE FILE.**

Reference copies of outgoing correspondence, memorandums, and letters.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF BICYCLE AND PEDESTRIAN TRANSPORTATION**

**ITEM 16423. RADIO AND TV SPOTS FILE.**

Cassette recordings of radio and TV spots.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

**ITEM 16426. OPERATIONAL FILE.**

Reference copies of monthly record sheets, map requests, poster advertisements, mailing lists, and purchase orders.

DISPOSITION INSTRUCTIONS: Destroy in office purchase orders after 4 years. Destroy in office remaining records when administrative value ends.

**ITEM 16429. PUBLIC RELATIONS FILE.**

Articles concerning significant events that gained recognition from the bicycle program.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative 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.

**ITEM 16432. TRANSPORTATION IMPROVEMENT PROGRAM FILE.**

Records concerning special project areas, transportation improvement programs, transcripts, and European materials. File includes schedule of bicycle projects on bikeways.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16433. OTHER STATES' BICYCLE MAPS FILE.**

Maps of other states' bicycle routes.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16434. FORMS HISTORY FILE.**

Forms used in the bicycle program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16435. MAPS FOR TRANSPORTATION IMPROVEMENT PROJECTS FILE.**

Maps indicating counties' bicycle routes.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16437. INTERNS' SURVEY/PROJECTS FILE.**

Records concerning bicycle program projects in which interns were involved. File includes photographs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16438. BICYCLE COMMITTEE MINUTES FILE.**

Official copies of minutes of the Bicycle Committee. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security 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.