

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
DIRECTOR OF ADMINISTRATION
DIRECTOR'S OFFICE

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 Director's Office. 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 February 28, 1990. 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. Public records including machine readable records not listed in the 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 This schedule is to remain in effect until superseded.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

Michael A. Curley for Melinda Hemphill
Melinda Hemphill, Chief Records Officer
Department of Transportation

Mercidee Benton
Mercidee Benton
Director of Administration

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

Sam Hunt
Sam Hunt, Secretary
Department of Transportation

Betty Ray McCain
Betty Ray McCain, Secretary
Department of Cultural Resources

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ITEM 2950. MANAGEMENT INVESTIGATION FILE.

Records concerning departmental investigations with supporting documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 21873. ADMINISTRATIVE PROCEDURES ACT FILE.

Copies of Administrative Procedures Act certification forms. File includes any changes to Title 19 NCAC, correspondence, working papers, complete copy of Title 19 NCAC, and related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21875. DIRECTOR OF ADMINISTRATION'S CORRESPONDENCE FILE.

Correspondence of the Director of Administration. File includes correspondence with the Secretary, on behalf of the Secretary, with the Board of Transportation, Secondary Roads Council, other Department of Transportation officials, and officials of federal and state agencies. File also includes correspondence, reports, and other materials used in planning, development, and administering policies and procedures for the Director of Administration's Office.

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

ITEM 21879. CONSULTANTS FILE.

Policies for hiring consultants, consultants' directories, correspondence with individual firms, studies, and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21881. DIVISION OF HIGHWAYS INTERNAL FILE.

Correspondence, memorandums, and reports from units within the Division of Highways. File includes activity reports, status reports, functions, programs, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21882. EMPLOYEE RELATIONS COMMITTEE FILE.

Correspondence and notices concerning Employee Relations Committee meeting dates and times.

DISPOSITION INSTRUCTIONS: Destroy in office after case has been heard and resolved.

ITEM 21883. FEDERAL-AID HIGHWAY PROGRAM FILE.

Federal-aid guidelines for participation by the state in various federal-aid highway programs.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21884. FEDERAL HIGHWAY ADMINISTRATION (FHWA) FILE.

Directives, policy and procedure memorandums and transmittals, and correspondence concerning those areas which are subject to FHWA guidelines.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21885. FEDERAL LEGISLATION FILE.

Copies of federal legislation affecting Department of Transportation activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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ITEM 21887. GENERAL ASSEMBLY FILE.

Copies of legislative bills concerning various Department of Transportation programs. File includes correspondence with legislators.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21888. MAINTENANCE FILE.

Universal Maintenance Standards, Maintenance Management working papers, manuals, studies, lessons, correspondence, and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21889. ADMINISTRATION STAFF FILE.

Correspondence, memorandums, reports, and other related materials concerning the functions and programs of the units which report directly to the Director of Administration. File includes detailed budgetary information used in fiscal planning.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 21890. MINUTES OF MEETINGS FILE.

Copies of minutes of Board of Transportation, Secondary Roads Council, State Ports Authority, and Administration staff meetings with all related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21893. OFFICE SPACE STUDY FILE.

Building layout plans and drawings, surveys, working papers, and other related materials concerning existing office space occupied by Department of Transportation and any proposed improvements or expansion.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21894. OTHER STATE AGENCIES FILE.

Correspondence, reports, policy and procedure memorandums, and other related materials from other state government agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21899. PRODUCTIVITY MANAGEMENT SECTION FILE.

Policy directives, organizational information, project reports, special studies, and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21900. PRODUCTIVITY MANAGEMENT CORRESPONDENCE FILE.

Correspondence and memorandums concerning internal management, responses to requests for information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21902. SPACE STUDIES FILE.

Space utilization studies. File includes plans, specifications, status reports, correspondence, and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.