DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
SECRETARY TO THE BOARD OF TRANSPORTATION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program 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 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. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

The Department of Transportation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when *"reference value ends."* The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

The Department of Transportation and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

August 7, 2015 Courtney Bailey

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

APPROVAL RECOMMENDED

Shelley Blake
Chief Records Officer

Sarah Mitchell
Secretary to the NCDOT Board of Transportation

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Anthony Tata, Secretary
Department of Transportation

Susan W. Kluttz, Secretary
Department of Cultural Resources

DEPARTMENT OF TRANSPORTATION
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

Amend the program records retention and disposition schedule approved August 7, 2015, by changing the description and disposition instructions for item 4003 and by adding item 48752, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

James McLamb, Jr.
Chief Records Officer

Tereca Batts
Secretary to the NCDOT Board of Transportation

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Nicholas Tennyson, Secretary
Department of Transportation

Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

May 12, 2016

Courtney Bailey

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
SECRETARY TO THE BOARD OF TRANSPORTATION

ITEM 4003. BOARD OF TRANSPORTATION MINUTES FILE

Official minutes of the Board of Transportation. File includes agenda, awards of projects, resolutions, policies, addenda, right-of-way project plan sheets, recordings, and other related records. Amended 05-12-2016

DISPOSITION INSTRUCTIONS: Destroy in office recordings after official minutes have been approved. Transfer remaining records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy duplicate records currently held in the State Records Center immediately.

ITEM 48752. ETHICS POLICY DECLARATIONS FILE

Records concerning code of ethics attestations completed by Board of Transportation members. File includes ethics policy declarations signed before each meeting.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

This space left intentionally blank. The following items will be Discontinued or Transferred.

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
SECRETARY TO THE BOARD OF TRANSPORTATION

ITEM 2939. ADDENDUM FILE

Addendums to the minutes of the Board of Transportation.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Board of Transportation Minutes File (Item 4003).

ITEM 2940. BOARD OF TRANSPORTATION AGENDAS FILE

Working papers of the Board minutes. File includes proposed agendas for board meetings, lists of projects, description of projects, and memorandums from the Highway Administrator to unit heads documenting board actions.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Board of Transportation Minutes File (Item 4003).

ITEM 19215. COPIES OF BOARD OF TRANSPORTATION MINUTES FILE

Extra copies of Board minutes used for distribution.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 19216. INDEX TO MINUTES FILE

Card file of the minutes of the Board of Transportation listing by county the projects approved by the Board.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 19217. INDEX TO SECONDARY ROADS COUNCIL MINUTES FILE

Card file of the minutes of the Secondary Roads Council listing by county the action approved by the Council.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transferred to Division of Highways, Operations Programs Management Unit.

ITEM 2938. RIGHT-OF-WAY PROJECT PLAN SHEETS FILE

Right-of-way project plan sheets to the minutes of the Board of Transportation.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Board of Transportation Minutes File (Item 4003).

ITEM 4004. SECONDARY ROADS COUNCIL FILE

Agendas and extra copies of Secondary Roads Council meeting minutes.

DISPOSITION INSTRUCTIONS: Records no longer being created. Transferred to Division of Highways, Operations Programs Management Unit.