

DEPARTMENT OF TRANSPORTATION
PLANNING AND ENVIRONMENT
STATEWIDE PLANNING BRANCH
GEOGRAPHIC INFORMATION SYSTEMS (GIS) UNIT

RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from the **Division of Highways, Director-Planning and Programming to Planning and Environment**. 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 May 30, 1998. 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

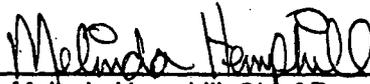
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 This schedule is to remain in effect until superseded.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



Melinda Hemphill, Chief Records Officer
Department of Transportation



Forrest Robson, Director
Geographic Information Systems (GIS)



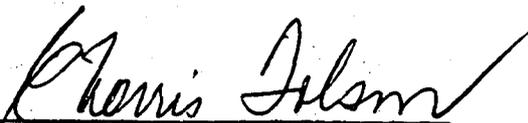
Marion R. Poole, Branch Manager
Statewide Planning Branch



Janet D'Ignazio, Deputy Secretary
Planning and Environment



Jeffrey J. Crow, Director
Division of Archives and History



E. Norris Tolson, Secretary
Department of Transportation

APPROVED



Betty Ray McCain, Secretary
Department of Cultural Resources

October 12, 1998

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.

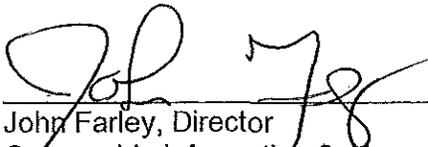
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PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

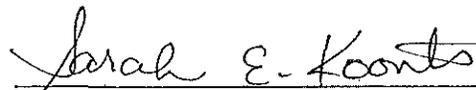
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Amend the program records retention and disposition schedule approved October 12, 1998, by changing the disposition instructions for the following Items 21783 and 23405, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

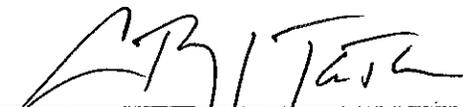


John Farley, Director
Geographic Information Systems Unit

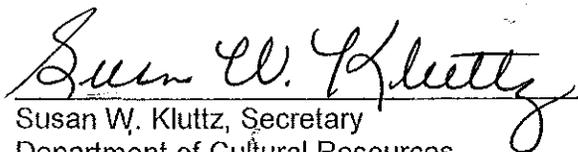


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Anthony J. Tata, Secretary
Department of Transportation



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 21783. MAINTENANCE MAP WORKBOOKS FILE.

County maintenance maps dated from 1945 to 1959, each with attached annual summary of work performed entitled "Project Record of Road Construction." Maps detail additions to the state maintained system and show date, federal number, location, description, type symbol, width, length, and project number of each road built or replaced. Amended 03-08-2013

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Highways, Asset Management, State Road Maintenance Unit.

ITEM 23405. ORIGINAL STATE MAINTAINED ROAD SYSTEM MAPS FILE.

Original maps of the state maintained road system showing roads on the system. File includes maps from 1930 - 1969 (3 digit and 4 digit) and 1944 official maps. Amended 03-08-2013

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Highways, Asset Management, State Road Maintenance Unit.

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ITEM 21761. AERIAL PHOTOGRAPHS FILE.

Aerial photographs produced by the Photogrammetry Unit and Agricultural Stabilization and Conservation Service showing nine square miles of county area with approximately 250 photographs per county. File also includes Aerial Photographic Index showing over-lapping exposures with assigned numbers. (Photographs are used to prepare county maps.) Information entered into Digital Maps Database (Electronic) File (Item 40990).

DISPOSITION INSTRUCTIONS: Transfer photographs to Photogrammetry Unit when re-photographed. Destroy in office remaining records when reference value ends.

ITEM 21762. APPALACHIAN HIGHWAY SYSTEM STATUS REPORTS FILE.

Status reports showing highway mileage improved, mileage under construction, and mileage planned.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21763. BOARD OF TRANSPORTATION MINUTES FILE.

Reference copies of Board of Transportation Minutes. Minutes are used to monitor highway construction projects approved by Board and as reference to changes in secondary road maintenance. Road name information entered into Secondary Road Name Database (Electronic) File (Item 41004).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 21764. CENSUS URBANIZED MAPS FILE.

Maps prepared by Road Inventory Section for the federal Highway Administration showing urbanized limits according to the U.S. Census, federal aid, primary and secondary routes, and numbers.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21765. CITY PLANNING MAPS FILE.

Scribecoat copies of maps for municipalities with over 5,000 population. Maps concern thoroughfare planning and origin and destination studies and are used by the mapping section to make mylar copies.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 21766. COMPLETED PROJECT NOTICES FILE.

Reference copies of letters ("Status of Project") announcing completion of all work on a particular project. File also includes letters of "Final Acceptance of Project" received from State Highway Construction and Material Engineer, chief engineer, and assistant chief engineer of Construction and Maintenance announcing authority to accept road for maintenance. (File is used to refer to highway plans in order to make appropriate changes on county maps.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21768. CORPORATE LIMIT CHANGES FILE.

Maps showing boundary changes (if any) when a road is transferred from rural system to municipal system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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ITEM 21769. COUNTY MAPS DATA FILE.

Original North Carolina county soil maps colored by soil type showing towns, creeks, swamps, railroads, roads, houses, schools, churches, cemeteries, mines, and quarries. File also includes blueprint maps of enlarged municipal and suburban areas; as well as county rural delivery route maps showing mail routes, houses, and churches; and county road maps showing county road numbers. File also includes compilation of geodetic figures from which county maps were redrawn and correspondence concerning corporate or town limits. Records are used for reference to original roads, names of creeks and rivers, and to establish what roads existed when the Department of Transportation was established.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 21781. HIGHWAY REINVENTORY LOG SHEETS FILE.

Field inventory worksheets used to prepare and update highway diagrams kept on all United States and North Carolina routes. Worksheets show mile posts, odometer readings, road characteristics such as pavement width and type, total right-of-way, median width, and structures on the right-of-way.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21782. INTERSTATE STATUS REPORTS FILE.

Status reports on interstate changes submitted by Road Inventory Section to the Federal Highway Administration. Reports show routes, mile posts, changes (rural to urban), and remarks with sketches of interstate routes and "Status of Development of the National System of Interstate and Defense Highways."

DISPOSITION INSTRUCTIONS: Retain in office permanently.

~~ITEM 21783. MAINTENANCE MAP WORKBOOKS FILE.~~

~~County maintenance maps, each with attached annual summary of work performed entitled "Project Record of Road Construction." Maps detail additions to the state maintained system and show date, federal number, location, description, type-symbol, width, length, and project number of each road built or replaced.~~

~~DISPOSITION INSTRUCTIONS: Retain in office permanently.~~

*Amended 3/8/2013
CMC*

ITEM 23404. NORTH CAROLINA STATE HIGHWAY CONSTRUCTION AND INVENTORY DIAGRAMS FILE.

Construction and inventory diagrams (on Mylar) prepared and revised as needed by Road Inventory Section. Diagrams detail changes on numbered United States and North Carolina routes. File shows federal aid status, right-of-way data, coinciding routes, road diagram for each mile of road, surface type, surface width, shoulder width, bridges or overpass, underpass, railroad grade crossing, terrain, curves, grades, controlled access, sight distance in direction of travel, and total traffic annual average 24-hour volume.

DISPOSITION INSTRUCTIONS: Scan in office mylar documents onto optical disks. Transfer security copy of disks to an off-site location for backup storage. Destroy in office mylar copies of scanned records when reference value ends and after all quality control procedures have been completed. Retain in office disks permanently. Agency representative will back-up disks periodically.

~~ITEM 23405. ORIGINAL STATE MAINTAINED ROAD SYSTEM MAPS FILE.~~

~~Original maps of the state maintained road system showing roads on the system prior to 1944.~~

~~DISPOSITION INSTRUCTIONS: Retain in office permanently.~~

*Amended 3/8/2013
CMC*

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ITEM 23408. PRIMARY SYSTEM MILEAGE PRINTOUTS FILE.

Computer generated printouts produced annually from Universal Mileage Database (Electronic) File (Item 40991). Printouts list primary roads by county and route and give information regarding speed limits, lengths, pavement surface, access, right-of-way, shoulders, lanes, medians, and traffic volume. Printouts also include type of primary roads on the state maintained system. (Printouts are used as reference to mileage in each county, for statistics requested by the Federal Highway Administration, and reference data requested by the Mapping Section.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23409. PROJECT CARDS FILE.

Project cards for projects let to contract. Card for each project shows final estimate number, project number, Federal Aid number, county name, route, date completed, description, and data concerning grading, drainage, base and sub-base, surfacing, and right-of-way. Sketch of project is on back of each card. (File is used as reference to determine what roads were added to the system as the result of projects.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23411. TRAFFIC ORDINANCES FILE.

Lists of United States route changes, one-way roads, and streets ordinances submitted by Traffic Engineering and Safety Systems Branch and approved by Department of Transportation. (File is used to verify route changes that appear on maintenance maps.) Information entered into Universal Mileage Database (Electronic) File (Item 40991), Supplementary Mileage Database (Electronic) File (Item 41013), and/or Location Inventory Database (Electronic) File (Item 40999) as appropriate.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23412. URBAN-RURAL BOUNDARIES INVENTORY FILE.

County maps dated prior 1976 and prepared by Road Inventory Section showing urban-rural boundaries for municipalities. File also includes correspondence written to and received from the Federal Highway Administration.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23413. SECONDARY ROAD PETITIONS AND MUNICIPAL CHANGES FILE.

Reports and requests submitted to Road Inventory Section by the Secondary Roads Officer concerning additions and deletions to the state maintained system. File includes "Secondary Roads Investigation Reports" prepared by the division engineer and "Requests for Addition to State Maintained County Road System" forwarded with reference copies of petitions to division engineer. File also includes "Request for Addition to State Maintained Secondary Roads System" forwarded to county commissioners for approval. Information entered into Secondary Road Name Database (Electronic) File (Item 41004). (File is used as reference to county road information.)

DISPOSITION INSTRUCTIONS: Scan in office paper records onto optical disks. Transfer security copies of disks to an off-site location for backup storage. Destroy in office paper copies of scanned records when reference value ends and after all quality control procedures have been completed. Retain in office disks permanently. Agency representative will back-up disks periodically.

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ITEM 23414. SECONDARY ROAD SYSTEM INVENTORIES FILE.

Computer generated printouts produced annually from Universal Mileage Database (Electronic) File (Item 40991). Printouts list mileage, type of secondary roads, length, and other data regarding speed limits, pavement surface, access, right-of-way, shoulders, lanes, medians, and traffic volume.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 23416. STUDIES, SURVEY DATA, AND PROGRAM MATERIALS FILE.

Computer generated printouts prepared by Management Information Systems (MIS) for the Federal Highway Administration. File also includes guidelines and manuals prepared by the Federal Highway Administration and is used by the Department of Transportation to prepare studies and computer listings, conduct field inventories, and compile survey data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 37755. JOB ORDERS FILE.

Job orders used to request planning photogrammetry, highway safety, and electronic data processing work of other units within the Department of Transportation.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after closing of the work order.

ITEM 40530. PRECONSTRUCTION ENGINEERING MANAGEMENT SYSTEM (PEMS) AND HIGHWAY PERFORMANCE MANAGEMENT SYSTEM (HPMS) FILE.

Records concerning highway design control and roadway characteristics. File includes computer analysis reports, planning and design task estimates, roadway characteristics data, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 40989. COUNTY AND URBAN MAPS PRINTOUTS FILE.

Computer generated printouts produced from Digital Maps Database (Electronic) File (Item 40990). Printouts list names of counties and cities, state road numbers, cities and towns population, and other related data.

DISPOSITION INSTRUCTIONS: Transfer printed copy to Public Affairs Division, Highway Maps Section upon request. Destroy in office remaining copies when reference value ends.

ITEM 40990. DIGITAL MAPS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning map production. Electronic file includes county maps, state road numbers, names of towns and cities, cities and towns population, and other related records. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

ITEM 40991. UNIVERSAL MILEAGE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning roadway characteristics. Electronic file includes road numbers, number of lanes, types of pavement, width of pavement, functional classification of roads, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update periodically.

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ITEM 40995. HIGHWAY CAPITAL OUTLAY AND MAINTENANCE EXPENDITURES (FHWA-534) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning work performed and maintenance expenditures for the fiscal year. Electronic file includes costs, types of work performed, and other related records. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Transfer printed paper copy and copy of magnetic disks to Federal Highway Administration (FHWA) at end of each fiscal year. Erase in office electronic file after 2 years.

ITEM 40996. HIGHWAY CONSTRUCTION PLANS AND SKETCHES FILE.

Highway plans and sketches received from Roadway Design detailing highway designs. File also includes field inspection reports. Information entered into Universal Mileage Database (Electronic) File (Item 40991).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 40997. HOMEPAGE (ELECTRONIC) FILE.

Machine readable records concerning Geographic Information Systems (GIS) Unit presence on the World Wide Web (WWW). Records are hypertext markup language (HTML). File includes contact information, county and urban maps, and other related records. (Electronic database systems are maintained by Engineering Automation Unit.)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

ITEM 40999. LOCATION INVENTORY DATABASE (ELECTRONIC) FILE.

Machine readable records concerning distances between features along a route. Electronic file includes distances between bridges, road intersections, railroad crossings, and other related records. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update periodically.

ITEM 41000. NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FISCAL YEAR EXPENDITURES (ACC70130) PRINTOUTS FILE.

Computer generated printouts and magnetic disks received from Management Information Systems (MIS) concerning work order expenditures. Printouts list work order numbers, description, dollar expenditures, names of counties, and other related data. File also includes intermediary analysis printouts.

DISPOSITION INSTRUCTIONS: Destroy in office printouts and magnetic disks when reference value ends.

ITEM 41004. SECONDARY ROAD NAME DATABASE (ELECTRONIC) FILE.

Machine readable records concerning road names for secondary roads. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update periodically.

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ITEM 41006. STATE DRIVER LICENSES AND FEES (FHWA-562) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning licensed drivers. Electronic file includes total number of drivers by age groups, total amount of fees collected, type of fees collected, and other related records. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Transfer printed paper copy and copy of magnetic disks to Federal Highway Administration (FHWA) at end of fiscal year. Erase in office electronic file after 2 years.

ITEM 41007. STATE DRIVER LICENSES AND FEES (FHWA-562) PRINTOUTS FILE.

Computer generated printouts received from Division of Motor Vehicles (DMV) concerning licensed drivers. Printouts list number of drivers by age groups, amount of fees collected, type of fees collected, and other related data. (Information entered into State Driver Licenses and Fee (FHWA-562) Database (Electronic) File (Item 41006).)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 41008. STATE MOTOR-FUEL TAX RECEIPTS AND INITIAL DISTRIBUTION BY COLLECTION AGENCIES (FHWA-561) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning fuel taxes collected. Electronic file includes amount collected for fuel tax, motor fuel inspection fees, gross receipts, and other related records. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Transfer printed paper copy and copy of magnetic disks to Federal Highway Administration (FHWA) at end of each fiscal year. Erase in office electronic file after 2 years.

ITEM 41009. STATE MOTOR-FUEL TAX RECEIPTS AND INITIAL DISTRIBUTION BY COLLECTION AGENCIES (FHWA-561) PRINTOUTS FILE.

Computer generated printouts received from Department of Transportation, Fiscal Section concerning fuel taxes collected. Printouts list amount collected, motor fuel inspection fees, amount of receipts, and other related data. (Information entered into State Motor-Fuel Tax Receipts and Initial Distribution by Collection Agencies (FHWA-561) Database (Electronic) File (Item 41008).)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 41010. STATE MOTOR-VEHICLE REGISTRATION FEES AND OTHER RECEIPTS (FHWA-571) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning reconciliation of receipts. Electronic file includes total amount of receipts, total amount of disbursement, and other related records. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Transfer printed paper copy and copy of magnetic disks to Federal Highway Administration (FHWA) at end of each fiscal year. Erase in office electronic file after 2 years.

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ITEM 41011. STATE MOTOR-VEHICLE REGISTRATION FEES AND OTHER RECEIPTS (FHWA-571) PRINTOUTS FILE.

Computer generated printouts received from Department of Transportation, Fiscal Section concerning reconciliation of receipts. Printouts list amount of receipts, amount disbursed, and other related data. (Information entered into State Motor-Vehicle Registration Fees and Other Receipts (FHWA-571) Database (Electronic) File (Item 41010).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 41012. STATEWIDE TRAFFIC COUNT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning traffic volume in a given location on the primary highway system during a 24-hour period. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Update in office electronic file routinely.

ITEM 41013. SUPPLEMENTARY MILEAGE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning additional roadway characteristics. Electronic file includes types of traffic signals, percent green time for signals, curves and grades data, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Retain in office electronic file permanently. Agency representative will update periodically.

ITEM 41015. TOLL FACILITY RECEIPTS AND DISBURSEMENTS (FHWA-539) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning toll collections and disbursements. Electronic file includes toll receipts, expenditures, amount collected, total amount of shortfall, and other related records. (Electronic database systems are maintained by Geographic Information Systems (GIS).)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Transfer printed-paper copy and copy of magnetic disks to Federal Highway Administration (FHWA) at end of each fiscal year. Erase in office electronic file after 2 years.

ITEM 41016. TOLL FACILITY RECEIPTS AND DISBURSEMENTS (FHWA-539) PRINTOUTS FILE.

Computer generated printouts received from Department of Transportation, Fiscal Section concerning toll collections and disbursements. Printouts list expenditures, amount collected, amount of shortfall, and other related data. (Information entered into Toll Facility Receipts and Disbursements (FHWA-539) Database (Electronic) File (Item 41015).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.