

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE UNIT

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

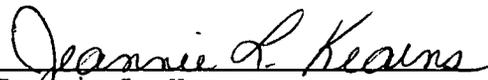
MAINTENANCE UNIT

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

MAINTENANCE UNIT

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.

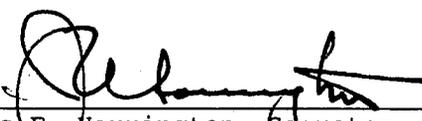
APPROVAL RECOMMENDED

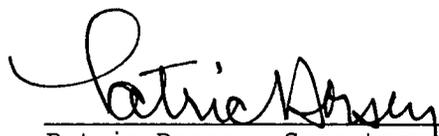
  
Jeannie L. Kearns  
Chief Records Officer  
Department of Transportation

  
Frank Pace, Head  
Maintenance Unit

  
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

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE UNIT

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

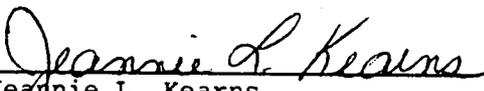
MAINTENANCE UNIT

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

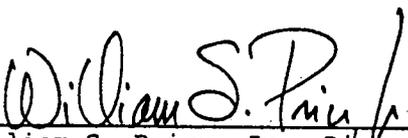
MAINTENANCE UNIT

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.

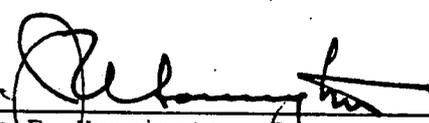
APPROVAL RECOMMENDED

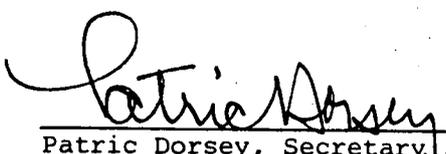
  
Jeannie L. Kearns  
Chief Records Officer  
Department of Transportation

  
Frank Pace, Head  
Maintenance Unit

  
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

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.

April 3, 1989

MCC

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE UNIT**

**ITEM 3135. PRISON LABOR REPORTS AND CORRESPONDENCE FILE.**

Reports, memorandums, correspondence and agreements concerning the use of inmate labor by the Department of Transportation for maintenance work. File includes labor reports compiled by division engineers showing the distribution of prisoners by county and the amount of prison labor engaged in per month. Reports on prison population entitled "Average Daily Assignment of Inmate Labor for the Month of \_\_\_\_\_, 19\_\_" compiled by the Department of Correction are included. Report lists each prison unit and the total number of inmates engaged in each location. File also includes correspondence of the head of Maintenance Unit and division engineers with prison officials regarding the furnishing of prison labor to maintain highways, the shortage of prisoners for highway work, prisoners' work schedules, and replacements for escapees and prisoners who are discharged; records concerning inmate labor working conditions; and prison labor agreements between the Department of Transportation and the Department of Correction.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 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 13580. CORRESPONDENCE FILE.**

Memorandums from the head of Maintenance Unit to the division and district engineers documenting policies and procedures concerning accidents, weight restrictions, force account construction, planned maintenance programs, and snow and ice reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13581. UNIT CORRESPONDENCE FILE.**

Correspondence and memorandums of the head of Maintenance Unit with other units of the Department of Transportation, other agencies, division engineers, personnel within the Maintenance Unit, and the general public.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 13586. WORK ORDER AND FORCE ACCOUNT FILE.**

Copies of Change Work Order Form and state project work order reports to the head of Maintenance Unit from the area maintenance engineers and maintenance-final inspection reports for force account construction operations. Each force account report shows division, district, county, road number, length of road, date of observation and weather, report on work performed, and recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office upon notification of closing of the work order.

**ITEM 13589. LITTER POLICY FILE.**

Correspondence and memorandums concerning highway litter. File includes circulars on litter, memorandums on the handling of litter, copies of the Highway Beautification Act, and correspondence with "Keep America Beautiful, Inc."

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13590. ASPHALT PLANT INVENTORIES FILE.**

Inventories of asphalt plants from which divisions of the Maintenance Unit may procure quantities of asphalt.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE UNIT**

**ITEM 13591. MAINTENANCE MANUAL WORKING FILE.**

Working papers for maintenance manual produced by the Maintenance Unit. File includes reference materials concerning equipment, construction of dams and culverts, pavements, shoulder and roadside maintenance, encroachments, snow and ice control, maintenance management, research, paint tests, and bituminous patching. File also includes books, pamphlets, and other manuals used as references.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13592. CONSULTANT REPORTS FILE.**

Reports on maintenance management presented to the Department of Transportation by a consultant firm.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13593. PLANNED MAINTENANCE PROGRAM FILE.**

Computer printouts concerning all phases of the Planned Maintenance Program used to monitor the program.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13594. MAINTENANCE ACTIVITIES FILE.**

Studies concerning maintenance activities conducted by the Maintenance Unit. File includes weekly summaries of force account construction personnel and equipment, time and motion studies on crack pouring, and studies of maintenance activities such as mowing, side ditching and shoulder cross-section, systematic drainage, asphalt overlays, resurfacing edging, paving, and patching.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13597. MECHANICAL LITTER PICKUP MACHINE FILE.**

Working papers and evaluation reports concerning litter pickup machines.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13598. WEIGH STATION FILE.**

Correspondence, reports, budget material, work orders, advertising material, maps and blueprints, and other records concerning truck weigh stations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13599. SNOW AND ICE CONTROL FILE.**

Memorandums, reports, circulars, articles, maps, and other material concerning snow and ice control. File includes copies of memorandums from head of Maintenance Unit to district engineers on the calibration of salt spreaders and maps showing snow and ice control storage facilities, bare pavement routes, salt inventories, and weather service information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13600. MAINTENANCE FILE.**

Various reports and papers concerning maintenance operations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE UNIT**

**ITEM 13601. AREA MAINTENANCE ENGINEERS' CORRESPONDENCE FILE.**

Correspondence of the area maintenance engineers primarily with the head of Maintenance Unit. Correspondence concerns equipment, routine office matters, encroachments, construction, weather damage, inspection of machines, investigation of complaints, and analyses of mower accidents.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13602. WEATHER DAMAGE FILE.**

Reports from division engineers concerning damage to roads due to floods and other severe weather. File includes estimates of damages caused by floods and by extreme heat and cold.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 13603. HIGHWAY RESEARCH BOARD FILE.**

Correspondence concerning Highway Research Board meetings and Information Exchange Bulletins published by the board.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

**ITEM 13604. OUTDOOR ADVERTISING AND JUNKYARD CONTROL FILE.**

Bound printout listings of inventories of outdoor advertising signs and junk yards in North Carolina. File includes correspondence, requests and purchase requisitions for permit tags, policies, and cancellations of permits.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13605. MAINTENANCE PERSONNEL AND EQUIPMENT COMPLEMENTS FILE.**

Approved personnel and equipment complements for each division, district, county, road oil unit, and landscape unit. File includes division correspondence and statewide summaries.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 13606. MUNICIPAL MAINTENANCE AGREEMENTS FILE.**

Approved municipal maintenance agreements. File includes official copies of allocation summaries, notifications of equipment rental, rate changes, payroll additive charges to cities, and all related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination of agreement and when released from all audits, whichever occurs later.

**ITEM 13607. METHODS IMPROVEMENT PROGRAM FILE.**

Copies of Methods Improvement Report. File includes recommendations for implementation or rejection and all related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 13608. OIL SPILL PREVENTION, CONTROL, AND COUNTERMEASURES PLAN FILE.**

Approved division plans in compliance with federal and state laws for oil spill prevention, control, and countermeasures. File includes policies and procedures, laws, equipment assignments, oil spill documentation, and all related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE UNIT**

**ITEM 13614. PROFESSIONAL HOUSEMOVERS FILE.**

Temporary and renewable licenses issued to housemovers. File includes licenses or surety bonds.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.