DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
OCCUPATIONAL SAFETY AND EMERGENCY PLANNING SECTION

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

OCCUPATIONAL SAFETY AND EMERGENCY PLANNING SECTION

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

OCCUPATIONAL SAFETY AND EMERGENCY PLANNING SECTION

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 This schedule is to remain in effect until superseded.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

Jeannie L. Kearns
Jeannie L. Kearns
Chief Records Officer
Department of Transportation

Gerald R. Fleming
Gerald Fleming, Director
Occupational Safety and Emergency
Planning Section

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

APPROVED

Thomas Harrelson
Thomas Harrelson, Secretary
Department of Transportation

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

March 15, 1991

MCC

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
OCCUPATIONAL SAFETY AND EMERGENCY PLANNING SECTION

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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.

March 15, 1991

MCC

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
OCCUPATIONAL SAFETY AND EMERGENCY PLANNING SECTION

ITEM 2949. CORRESPONDENCE FILE.
Correspondence of the Director of Occupational Safety and Emergency Planning Section. File includes correspondence with officials in the Department of Transportation, North Carolina Department of Labor, North Carolina Industrial Commission, and federal agencies. (File is used in planning and managing activities of the Occupational Safety and Emergency Planning Section.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 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 21197. CIVIL PREPAREDNESS FILE.
Forms documenting custody and handling of radiological material, licensing requirements and authorized personnel, reports of leakage tests, and related materials. File includes correspondence with the Division of Highways concerning instructors or reference training courses, current emergency evacuation plans, and essential records for emergency operations.

DISPOSITION INSTRUCTIONS: Retain in office radiation and radiological equipment forms permanently. Destroy in office correspondence when administrative value ends.

ITEM 21198. EMERGENCY PREPAREDNESS FILE.
Correspondence and control plans for civil preparedness, disaster relief, civil preparedness exercises, hurricane on-site assistance, Emergency Highway Traffic Regulations, and other related materials.

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 21199. EQUIPMENT RENTAL FILE.
Computer printouts for each pay period showing equipment rental and fuel issue figures for the Occupational Safety and Emergency Planning Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 21200. EXPENDITURES VERSUS BUDGET FILE.
Monthly computer printout showing expenditures versus allocated budget of the Occupational Safety and Emergency Planning Section.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 21202. FIRST AID EXAMINATION FILE.
Lists of employees who have taken a first aid course and examination.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21204. MINE SAFETY ACT FILE.
Correspondence concerning mine safety inspections and citations in the Division of Highways.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 21205. NATIONAL SAFETY COUNCIL FILE.
Correspondence with the National Safety Council, its Executive Committee and General Chairman, minutes of annual meetings, and correspondence with Southern Regional National field staff members.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 21212. SAFETY SURVEY FILE.

Safety meeting reports, safety committee meetings records, safety schedules, Department of Labor citations, and self-inspection reports for Division of Highways, Division of Motor Vehicles, and other Department of Transportation units.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21213. "YOUR SAFETY" BULLETIN WORKING PAPERS FILE.

Working papers used in compiling the YOUR SAFETY bulletin.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.