

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PERMITS 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

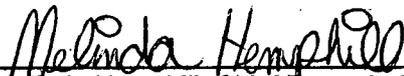
PERMITS UNIT

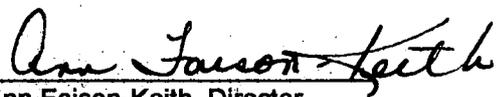
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. 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

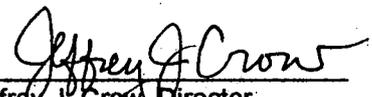
PERMITS UNIT

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 This schedule is to remain in effect until superseded.

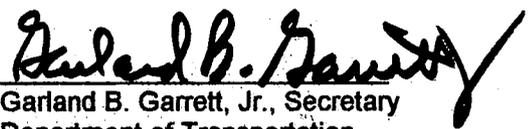
APPROVAL RECOMMENDED

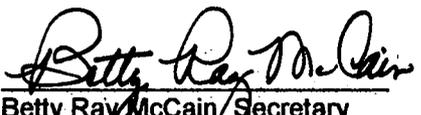

Melinda Hemphill, Chief Records Officer
Department of Transportation


Ann Faison-Keith, Director
Permits Unit


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Garland B. Garrett, Jr., Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

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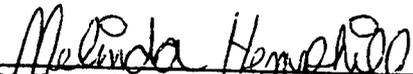
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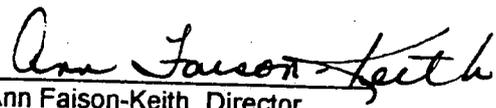
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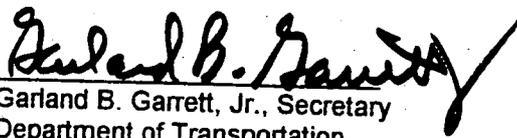
APPROVAL RECOMMENDED

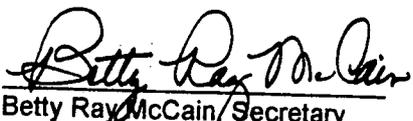

Melinda Hemphill, Chief Records Officer
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Garland B. Garrett, Jr., Secretary
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Betty Ray McCain, Secretary
Department of Cultural Resources

June 18, 1996

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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**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PERMITS UNIT**

ITEM 23178. ANNUAL AND EXTENDED TIME PERMITS FILE.

Computer generated permits issued for oversize and/or overweight loads. Permits list names of persons and/or companies, dates of issuance, dates of renewal, and specific routes of travel. File also includes requests for permits and other related data. Information entered into Annual and Extended Time Permits Database (Electronic) File (Item 37902).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 23180. BRIDGE DATA AND MAPS FILE.

Maps showing locations of all bridges in North Carolina. File also includes bridge data sheets by county.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 23182. DIRECTOR'S CORRESPONDENCE FILE.

Correspondence written to and/or received from other Department of Transportation units and federal and state agencies. File includes policies and procedures memorandums of the Department of Transportation and other government agencies concerning the Permits Unit, various reports, brochures, and other related records.

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 23184. DAILY PERMITS (PRINTOUTS) FILE.

Computer generated printouts produced from Daily Permits Database (Electronic) File (Item 37904). Printouts include names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of each load, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 23185. DIVISION PERMIT COLLECTIONS/REPORTS FILE.

Weekly permits/housemove pre-issues and collections reports received from division offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 23186. SUPER LOAD PERMITS FILE.

Requests for permits, bridge studies, schematics of vehicle combination, and reference copies of permits. (Super loads are over 122,000 pounds or over 15 feet wide.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 23192. PERMIT COUNTS FILE.

Monthly listing of permit counts, including distribution of permits issued by type of permit.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24128. BRIDGE DATA MEMORANDUMS FILE.

Correspondence from Bridge Maintenance Unit concerning bridge data changes.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24129. BRIDGE ORDINANCE FILE.

Bridge ordinance sheets received from Bridge Inspection Engineers showing additions, deletions, and modifications to previous bridge weight limit ordinances. Ordinance sheets list ordinance numbers, item numbers, structure numbers, names of counties, names of divisions, names of routes, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ITEM 31593. CENTRAL PERMIT OFFICE COLLECTIONS AND REPORTS PRINTOUTS FILE.

Computer generated printouts produced from Annual and Extended Time Permits Database (Electronic) File (Item 37902) and Daily Permits Database (Electronic) File (Item 37904).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 37902. ANNUAL AND EXTENDED TIME PERMITS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning Annual and Extended Time Permits issued for oversize and/or overweight loads. Electronic file includes names of persons and/or companies, dates of issuance, dates of renewal, specific routes of travel, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Central Permit Office Collections and Reports Printouts File (Item 31593) upon receipt. Agency representative will update periodically. Retain in office database system permanently.

ITEM 37903. DAILY PERMITS FILE.

Facsimile copies of single trip permits issued for oversize and/or overweight loads received from the trucking industry on a daily basis. File includes names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of load, and other related data. Information entered into Daily Permits Database (Electronic) File (Item 37904).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 month(s).

ITEM 37904. DAILY PERMITS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning single trip permits issued for oversize and/or overweight loads. Electronic file includes names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of load, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Central Permit Office Collections and Reports Printouts File (Item 31593) upon receipt. Agency representative will update periodically. Retain in office database system permanently.