

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
STATE TRAFFIC ENGINEER OFFICE
ADMINISTRATION

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

STATE TRAFFIC ENGINEER OFFICE
ADMINISTRATION

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

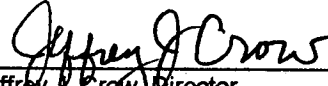
STATE TRAFFIC ENGINEER OFFICE
ADMINISTRATION

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 This schedule is to remain in effect until superseded.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


James M. Lynch, Director
Traffic Engineering and Safety Systems Branch


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


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


Betty R. McCain, Secretary
Department of Cultural Resources

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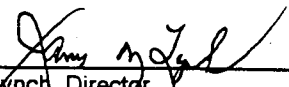
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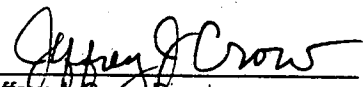
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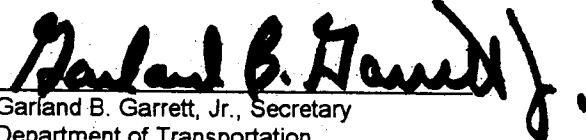
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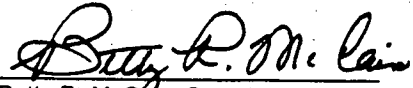

Melinda Hemphill, Chief Records Officer
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January 31, 1996

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.

MS

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DIVISION OF HIGHWAYS
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ITEM 3150. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence of the Manager and Assistant Manager of Traffic Engineering concerning management functions of the branch. File also includes policies, procedures, plans and programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 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 25514. BOARD OF TRANSPORTATION FILE.

Reference copies of agendas and minutes of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

ITEM 38354. IMMIGRATION FILE.

Records concerning immigration laws. File includes copies of the federal immigration laws and correspondence received from the immigration attorney.

DISPOSITION INSTRUCTIONS: Retain in office permanently.