

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT
DESIGN REVIEW GROUP

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


DESIGN REVIEW GROUP

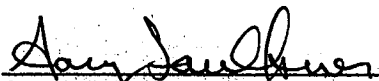
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

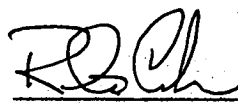
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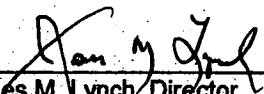
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

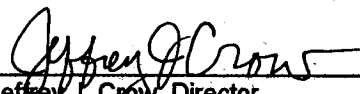
APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


Gary Faulkner, Engineer
Design Review Group


Roberto Canales, Unit Head
Traffic Congestion and Engineering
Operations


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 Ray McCain, Secretary
Department of Cultural Resources

September 5, 1996

MS

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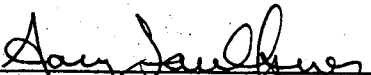
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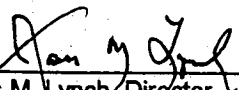
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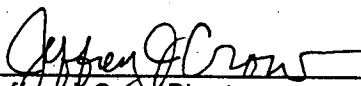
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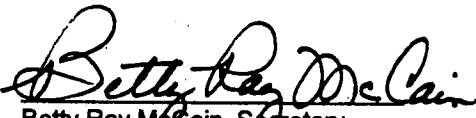

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000.
Remaining items retain the
original date shown *herein*.

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ITEM 3154. SPECIAL COMMERCIAL PERMITS FILE.

Records concerning requests from developers or others seeking permits to build driveways and street connections onto the State Highway System. File includes reference copies of correspondence, blueprints, working drawings, support data, capacity analyses concerning recommendations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then returned to Design Review Group for final disposition.

ITEM 25535. THOROUGHFARE PLANS FILE.

Reference copies of thoroughfare plans and maps for counties and municipalities across the state.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 25585. PROJECT LOCATION MAPS FILE.

Reference copies of location maps with some highway locations colored in of counties and municipalities. Maps used for reference in processing driveway permits and proposed designs.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39000. ACCESS REVIEW PROJECTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning projects assigned to the Access Review Group. Electronic file includes names of requesting agencies, review types, dates and notes concerning requested reviews, and other related data. (Electronic database systems are maintained by the Access Review Group, Design Review Group.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Retain in office copy of magnetic disks permanently.

ITEM 39001. ACCESS REVIEW SPECIAL PROJECTS FILE.

Records concerning special projects performed by the Access Review Group of the Congestion Management Section. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommendations. Information entered into Access Review Projects Database (Electronic) File (Item 39000).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 10 additional years and then returned to Design Review Group for final disposition.

ITEM 39006. PLAN REVIEW PROJECTS FILE.

Records concerning recommendations on Transportation Improvement Program (TIP) projects. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommendations for TIP projects. Information entered into Plan Review Projects Database (Electronic) File (Item 39007).

DISPOSITION INSTRUCTIONS: Transfer to Traffic Control Marking and Delineation Section, Traffic Control Plans Active Project File (Item 38119) after project is let to contract.

ITEM 39007. PLAN REVIEW PROJECTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning projects assigned to Plan Review Group. Electronic file includes names of requesting agency, review types, dates and notes concerning requested reviews, and other related data. (Electronic database systems are maintained by the Plan Review Group, Design Review Group.)

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Retain in office copy of magnetic disks permanently.

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ITEM 39008. PLAN REVIEW SPECIAL PROJECTS FILE.

Records concerning special projects performed by the Plan Review Group of the Congestion Management Section. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.