

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT
MUNICIPAL ASSISTANCE AND INTERMODAL MANAGEMENT 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

MUNICIPAL ASSISTANCE AND INTERMODAL MANAGEMENT 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

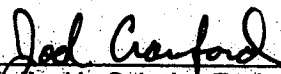
MUNICIPAL ASSISTANCE AND INTERMODAL MANAGEMENT GROUP

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 This schedule is to remain in effect until superseded.

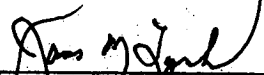
APPROVAL RECOMMENDED



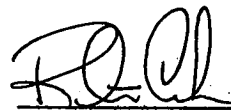
Melinda Hemphill, Chief Records Officer
Department of Transportation



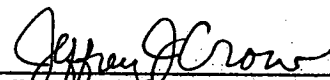
~~Wilfred L. Oglesby, Engineer~~
Urban Traffic Engineer
Joel Cranford



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



Roberto Canales, Unit Head
Traffic Congestion and Engineering
Operations

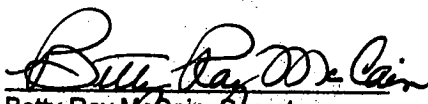


Jeffrey J. Crow, Director
Division of Archives and History

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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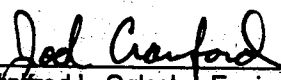
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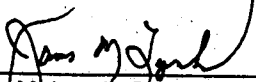
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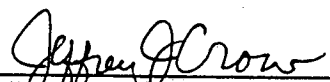
APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation

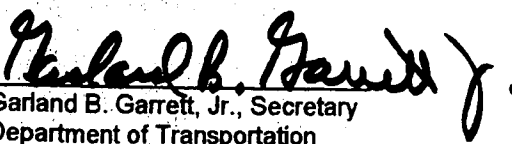

Alfred L. Oglesby, Engineer
Urban Traffic Engineer
Joel Cranford

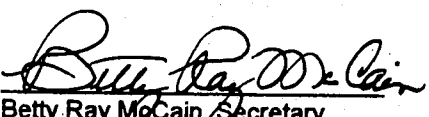

James M. Lynch, Director
Traffic Engineering and Safety
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APPROVED


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Department of Transportation


Betty Ray McCain, Secretary
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September 5, 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 above.

MS

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ITEM 25550. MUNICIPAL TRAFFIC ENGINEERING ASSISTANCE PROGRAM (MTEAP) FILE.

Records concerning MTEAP traffic engineering studies for small North Carolina municipalities completed and/or in progress. File includes correspondence, maps, computer printouts, photographs, field data, analysis documentation, original reports, and other related records. Information entered into Projects (Electronic) Database File (Item 39012).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 39012. PROJECTS (ELECTRONIC) DATABASE FILE.

Machine readable records concerning Municipal Traffic Engineering Assistance Program and School Traffic Engineering Assistance Program studies. Electronic files include drafts of correspondence, photographs, field data, analysis documentation, original reports, Computer Aided Drafting and Design (CADD) drawings, and other related records.

DISPOSITION INSTRUCTIONS: Transfer printed copy to Municipal Traffic Engineering Assistance Program (MTEAP) File (Item 25550) as appropriate. Transfer printed copy to School Traffic Engineering Assistance Program File (Item 39014) as appropriate. Transfer 1 security copy of each magnetic disk to an off-site location for back up storage. Erase in office hard drive and magnetic disks when administrative value ends.

ITEM 39014. SCHOOL TRAFFIC ENGINEERING ASSISTANCE PROGRAM FILE.

Records concerning school traffic engineering studies completed and/or in progress. File includes correspondence, maps, computer printouts, photographs, field data, analysis documentation, original reports, and other related records. Information entered into Projects (Electronic) Database File (Item 39012).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.