

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH  
TRAFFIC MANAGEMENT AND SIGNAL SYSTEMS UNIT  
SIGNALS MANAGEMENT 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

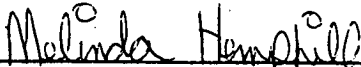
**SIGNALS MANAGEMENT SECTION**

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

**SIGNALS MANAGEMENT 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 This schedule is to remain in effect until superseded.

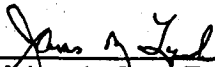
**APPROVAL RECOMMENDED**



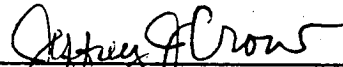
Melinda Hemphill, Chief Records Officer  
Department of Transportation



Milton Dean, Signals Management Engineer  
Traffic Management and Signal Systems Unit

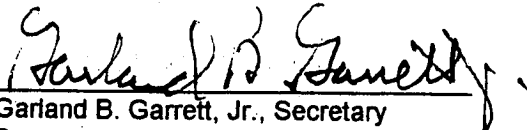


James M. Lynch, State Traffic Engineer  
Traffic Engineering and Safety Systems  
Branch

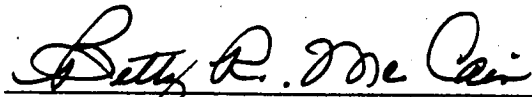


Jeffrey U. Crow, Director  
Division of Archives and History

**APPROVED**



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



Betty R. McCain, Secretary  
Department of Cultural Resources

November 13, 1995

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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

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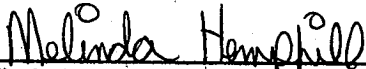
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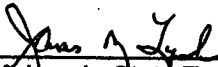
**APPROVAL RECOMMENDED**




Melinda Hemphill, Chief Records Officer  
Department of Transportation



Milton Dean, Signals Management Engineer  
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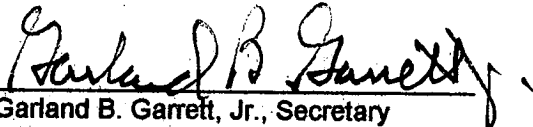


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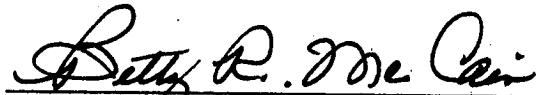


Jeffrey D. Crow, Director  
Division of Archives and History

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Betty R. McCain, Secretary  
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November 13, 1995

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**ITEM 25549. MAINTENANCE CARDS FILE.**

Cards concerning maintenance performed on traffic signal equipment by the Division Traffic Control technicians. File includes complaints, types of repairs solutions, location of equipment, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 25553. SIGNAL EQUIPMENT LITERATURE FILE.**

Booklets, pamphlets, and catalogs received from companies manufacturing signal equipment. (File is used by Signals Management Section to determine type of signal equipment to install.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25555. SIGNAL SYSTEM CORRESPONDENCE FILE.**

Correspondence and supporting documentation for signal system projects.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after project completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 25556. SIGNAL OPTIMIZATION FILE.**

Records concerning optimization of traffic signals in the state. File includes phase diagrams, types of equipment, traffic counts, new timing sheets, and other related records. (File is used as reference to maintain, change, and add signals to the system.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 25557. TRAFFIC CONTROL DATA FILE.**

Record copies of Traffic Control Data cards showing signal equipment repair performed on pieces of equipment by the Signal Repair Shop.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

**ITEM 25559. TRAFFIC SIGNAL INVENTORY CONTROL SHEETS FILE.**

Traffic Signal Inventory Control Sheets, one sheet for every signal or intersection in North Carolina. Shows signal equipment installed and includes a sketch of the intersection. (File is used as reference when considering signal equipment changes and additions.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after superseded or obsolete. Records will be held for agency in the State Records Center 3 additional years and then destroyed.

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**ITEM 38024. REPAIR DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning repairs performed on signal equipment by Traffic Electronic Repair Center. Electronic file includes dates equipment received and returned, diagnosis, test procedures, parts used, and other related data. (Electronic database systems are maintained by Engineering Automation Unit.)

DISPOSITION INSTRUCTIONS: Erase in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, erase in office after completion of action and resolution of issues involved.

**ITEM 38025. REPAIR (PRINTOUT) FILE.**

Computer generated printouts produced from Repair Database (Electronic) File (Item 38024). Printouts list names of technicians, dates equipment received and returned, diagnosis, parts used, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 38026. SIGNALS OPTIMIZATION GRANT PROGRAM FILE.**

Records concerning grants awarded to Traffic Engineering and Safety Systems Branch to perform statewide signals optimization. File includes contracts, reports to Energy Division, correspondence, invoices for purchased and rented items, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 years after project completed and released from all audits. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.