

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

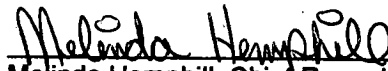
**SIGNALS AND GEOMETRICS SECTION**

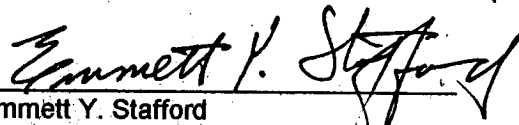
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

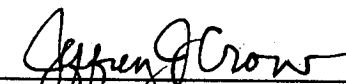
**SIGNALS AND GEOMETRICS SECTION**

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 This schedule is to remain in effect until superseded.

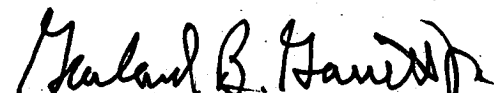
**APPROVAL RECOMMENDED**


  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

  
Emmett Y. Stafford  
Signal and Geometric Engineer  
Department of Transportation

  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

**APPROVED**

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

  
Betty R. McCain, Secretary  
Department of Cultural Resources

July 26, 1995

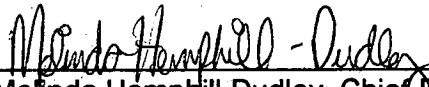
MS

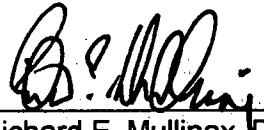
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

Department of Transportation  
Division of Highways  
Traffic Engineering and Safety Systems Branch  
Traffic Management and Signal Systems Unit  
Signals and Geometrics Section


Amend the program records retention and disposition schedule approved July 26, 1995 by changing the description and disposition instructions for Item 25547 and Item 37864 and by adding Item 45971 as shown on substitute page dated January 14, 2002.

APPROVAL RECOMMENDED

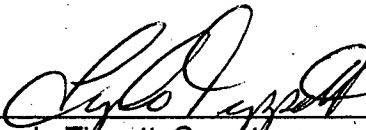
  
Melinda Hemphill-Dudley, Chief Records Officer  
Department of Transportation

  
Richard E. Mullinax, Director  
Signals and Geometrics Section

  
Troy Peoples, State Traffic Engineer  
Traffic Engineering & Safety Systems Branch

  
David J. Olson, Director  
Division of Historical Resources

APPROVED

  
Lyndo Tippett, Secretary  
Department of Transportation

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

January 14, 2002

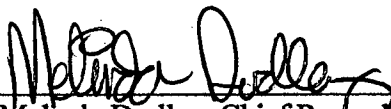
MS

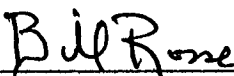
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

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

Amend the program records retention and disposition schedule approved July 26, 1995 by changing the description and disposition instructions for Item 25551 as shown on substitute page dated March 21, 2007.

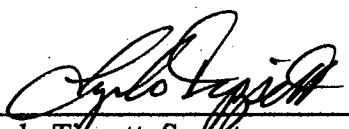
APPROVAL RECOMMENDED

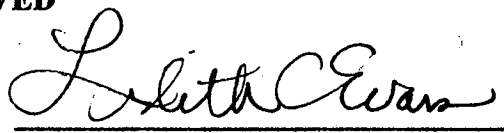
  
\_\_\_\_\_  
Melinda Dudley, Chief Records Officer  
Department of Transportation

  
\_\_\_\_\_  
Bill Rosser, State Highway Administrator  
Division of Highways

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

APPROVED

  
\_\_\_\_\_  
Lyndo Tappett, Secretary  
Department of Transportation

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

March 21, 2007

AWH

DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
TRAFFIC ENGINEERING AND SAFETY SYSTEM BRANCH  
TRAFFIC MANAGEMENT AND SIGNAL SYSTEM UNIT  
SIGNALS AND GEOMETRICS 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 AND GEOMETRICS SECTION**

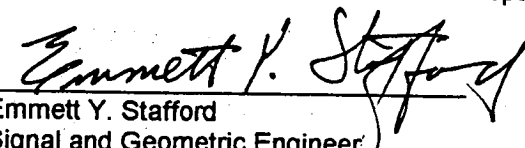
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

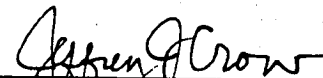
**SIGNALS AND GEOMETRICS SECTION**

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.

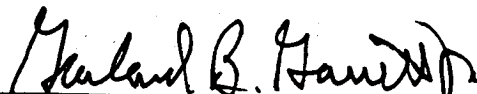
**APPROVAL RECOMMENDED**

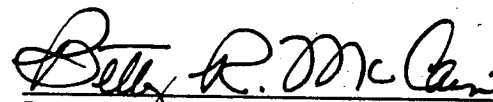
  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

  
Emmett Y. Stafford  
Signal and Geometric Engineer  
Department of Transportation

  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

**APPROVED**

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

  
Betty R. McCain, Secretary  
Department of Cultural Resources

July 26, 1995

MS

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

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

**ITEM 25545. CONSULTANT PHOTOGRAPHS FILE.**

Photographs of signal equipment and intersections taken by consultant firm in 1965 study. File is used as reference to maintain, change, and add signal equipment.

DISPOSITION INSTRUCTIONS: Item discontinued. 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 25546. COUNTY AVERAGE DAILY TRAFFIC MAPS FILE.**

County maps showing the average daily traffic.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 25547. LOCATIONS FILE.**

Records concerning geometric and signal designs and/or studies completed at various intersections and other locations along North Carolina roadways. File includes correspondence, photographs, geometric and signal design plans, and other related records. Description of each location, route numbers, names of counties, cities, divisions, location numbers, and other related data are entered into Locations Index (Electronic) File (Item 37864). Amended 01-14-02

DISPOSITION INSTRUCTIONS: Retain in office master file (original records) permanently. Destroy in office remaining records when superseded or obsolete.

**ITEM 25551. ORIGINAL SIGNAL AND/OR GEOMETRIC PLANS FILE.**

Records in paper and electronic formats of traffic signal designs and/or intersection geometric designs which have been completed, revised, and/or upgraded for intersections along North Carolina roadways. File is used to indicate intersections where signals installed or geometric roadways changes have been made. File also includes designs submitted by municipalities. Amended 03-21-07

DISPOSITION INSTRUCTIONS: Scan in office paper and electronic records when received. Destroy in office paper copies of scanned records after 30 days and when all quality control procedures have been completed. Destroy electronic records in office 5 years after plans are superseded or obsolete.

**ITEM 25554. LOCATION MAPS FILE.**

County maps and supplements showing location of all traffic signals in the state.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 37864. LOCATIONS INDEX (ELECTRONIC) FILE.**

Electronic index concerning geometric and signal designs and/or studies completed at various intersections and other locations along North Carolina roadways. Electronic file includes description of each location; route numbers; names of counties, cities, divisions; location numbers; and other related data. Amended 01-14-02

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 37865. LOCATIONS INDEX (PRINTOUTS) FILE.**

Computer generated printouts produced from Locations Index (Electronic) File (Item 37864). Printouts list description of each location, route numbers, location numbers, names of counties and cities, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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

**ITEM 37867. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) CONTRACT HANGING FILE.**

Construction plans used to determine type and location of signal designs needed during and after construction. Plans also used for construction revisions. File includes full size copies of construction plans for roads and bridges construction prior to letting and half size copies of construction plans once project is let.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 37868. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) CONTRACT SIGNAL INVENTORY FILE.**

Records concerning signals installed as a part of TIP. File includes correspondence, project schedules, planning board reports, aerial photographs, original plans, bid documents, estimates, and other related records.

DISPOSITION INSTRUCTIONS: Transfer data pertinent to signal designs to Locations File (Item 25547) and original plans to Original Signal and/or Geometric Plans File (Item 25551) after completion of project. Transfer remaining records 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 45971. SECURITY BACKUPS (ELECTRONIC) FILE.**

Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.  
Amended 01-14-02

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.