

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

Program Records Retention and Disposition Schedule

The Program 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

TRAFFIC SAFETY UNIT

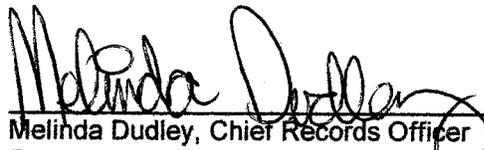
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

TRAFFIC SAFETY UNIT

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 This schedule is to remain in effect until superseded.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 Dudley, Chief Records Officer
Department of Transportation


Bill Rosser, PE
State Highway Administrator


David Brook, Director
Division of Historical Resources

APPROVED


Lyndo Tippet, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 9, 2007

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ITEM 25496. COLLISION REPORT FILE.

Reference copies of microfilm of Division of Motor Vehicles traffic collision reports (Form DMV-349) completed by law enforcement officers investigating motor vehicle crashes. (Microfilm was last produced in 1999.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25499. BEFORE AND AFTER STUDIES FILE.

Records concerning the before and after studies of conditions at specific locations where traffic safety countermeasures were completed. File includes working papers, maps, accident analysis reports and results, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25501. COLLISION DIAGRAM DRAWINGS FILE.

Diagrams that graphically represent the crash history at a specific location. Information was formerly entered into Crash History Request (Electronic) Database File (Item 38214).

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25505. FATAL CRASH CARD FILE.

Card file entitled "Report of Fatal Accidents." File also includes slips of paper about fatal crashes as received from Division of Motor Vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25510. RAILROAD INVENTORY FILE.

United States Department of Transportation - American Association of Railroads (USDOT-AAR) Crossing Inventory forms. (File is used by the Highway Safety Planning and Analysis Section to secure railroad crossing data.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.

ITEM 25512. MAP FILE.

Annual Average Daily Traffic (AADT) updated maps of urban and county traffic volumes prepared from data obtained from local municipalities.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25517. NAMED AND MEMORIAL HIGHWAY FACILITIES FILE.

Reference copies of resolutions concerning highway facilities named and/or memorialized by Board of Transportation. Information entered into Named/Memorial Highway Facilities (Electronic) Database File (Item 38403).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Board of Transportation Office.

ITEM 25523. OPEN FIELD INVESTIGATION FILE.

Correspondence and field investigation records concerning current or open field investigations. File also includes requests for speed limits, signs, signals, route changes, and other related records. Data is entered into Field Investigation Database (Electronic) File (Item 38398).

DISPOSITION INSTRUCTIONS: Transfer to Closed Field Investigation File (Item 25528) when investigation is completed.

ITEM 25524. CITY MAPS FILE.

Reference copies of maps of North Carolina cities and towns.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

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ITEM 25525. DRAFT HIGHWAY TRAFFIC ORDINANCES FILE.

Records in paper and electronic formats concerning drafts of traffic control ordinances and reference copies of enacted ordinances.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

ITEM 25526. TRAFFIC ORDINANCES FILE.

Records concerning approved statewide traffic ordinances for speed limits, no parking zones, route number changes, and other related traffic ordinances. File includes the Certificate of Rulemaking (COR), municipal certificates for traffic ordinances requiring concurrent approval, and other related records required for legal traffic ordinances.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 25527. HIGHWAY CONDITION (HP-320) REPORTS FILE.

Form HP-320 Highway Condition Reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 25528. CLOSED FIELD INVESTIGATION FILE.

Records concerning completed or closed field investigations. File includes correspondence, requests for speed limits, signs, signals, route changes, and other related records. Data is entered into Field Investigation Database (Electronic) File (Item 38398).

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after investigation is completed or closed.

ITEM 25530. MUNICIPAL AGREEMENTS FILE.

Reference copies of agreements between the state and municipalities concerning construction projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 25534. STOP SIGN AND YIELD SIGN ROUGH DRAFT FILE.

Forms listing stop and yield sign locations used for computer input.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 25536. TRAFFIC ENGINEERING BRANCH POLICIES FILE.

Reference copies of Traffic Engineering and Safety Systems Branch policies.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 25537. SPOT SAFETY "ON HOLD" FILE.

Records concerning funding for safety improvements. File includes correspondence, requests for funding, maps, justification reports, and other related records. Data is entered into Spot Safety Work Orders Database (Electronic) File (Item 38405).

DISPOSITION INSTRUCTIONS: Transfer to Spot Safety Project File (Item 47818) when funded by the Board of Transportation.

ITEM 38213. CRASH HISTORY REQUESTS FILE.

Requests received from the public, media, state agencies, and law enforcement concerning histories of crashes at specific locations. File includes correspondence, reports, maps, collision diagrams, working papers, and other related records. Data is entered into Crash History Request Database (Electronic) File (Item 38214). (Note: File does not include legal requests.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 38214. CRASH HISTORY REQUEST DATABASE (ELECTRONIC) FILE.

Electronic records concerning the history of crashes in North Carolina. Electronic file includes dates of crashes, names of requesters, crash locations, number of crashes, names of technician and/or engineer who completed and checked the study, and other related records. Data is entered into this database from Crash History Request File (Item 38213) and formerly from Collision Diagram Drawings File (Item 25501). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

ITEM 38216. HIGHWAY SAFETY IMPROVEMENT PROGRAM FILE.

Records concerning locations identified as potentially hazardous by the Annual Highway Safety Improvement Program. File includes correspondence, memorandums, reports, and other related records. Data is entered into Highway Safety Improvement Program Database (Electronic) File (Item 38217.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 38217. HIGHWAY SAFETY IMPROVEMENT PROGRAM DATABASE (ELECTRONIC) FILE.

Electronic records concerning locations in North Carolina identified as potentially hazardous by the Highway Safety Improvement Program. Electronic file includes dates of investigations, year location was on the program, types of recommendations, dates of completion, and source of funding. Data is entered into database from Highway Safety Improvement Program File (Item 38216). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

ITEM 38218. JOB REPORT FORMS FILE.

Reports concerning permanent and temporary 3000 series employees. Forms list work order number, names of counties, personnel county codes, dates jobs reported and completed, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 38222. RAILROAD CRASH DATABASE (ELECTRONIC) FILE.

Electronic records concerning crashes involving trains that occurred in North Carolina since 1985. Electronic file includes locations of crashes, names of counties and municipalities, number of injured, and other related data. Database is used to generate Railroad Crash (Printouts) File (Item 38223). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.

ITEM 38223. RAILROAD CRASH (PRINTOUTS) FILE.

Computer generated printouts produced from Railroad Crash Database (Electronic) File (Item 38222). Printouts list location of crashes, names of counties and municipalities, number of injured, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.

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ITEM 38224. TRAFFIC SAFETY SYSTEMS SECTION FILE.

Correspondence, memorandums, policy and procedures guidelines, statistical reports, legal opinions, publications, management studies, and other related records concerning the operational functions of the unit. Data is entered into Traffic Safety Systems Section Database (Electronic) File (Item 38225).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 38225. TRAFFIC SAFETY SYSTEMS SECTION DATABASE (ELECTRONIC) FILE.

Electronic records concerning the operational functions of the section. Electronic file includes drafts of correspondence, memorandums, statistical reports, management studies, and other related data. Data is entered into this database from Traffic Safety Systems Section File (Item 38224). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

ITEM 38398. FIELD INVESTIGATION DATABASE (ELECTRONIC) FILE.

Electronic records concerning field investigations. Electronic file includes lists of file numbers, site locations, description of requests, names of requesters, status of investigations, and other related data. Data is entered into this database from Open Field Investigation File (Item 25523) and Closed Field Investigation File (Item 25528). File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 6 years after investigation becomes completed or closed.

ITEM 38399. HAZARD ELIMINATION PROJECT FILE.

Records concerning Federal Aid Safety projects. File includes project justification reports, funding authorizations and requests; project correspondence, and other related records. Data is entered into Hazard Elimination Projects Database (Electronic) File (Item 38401).

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after completion of project or closing of file.

ITEM 38400. FATAL ACCIDENT STUDIES FILE.

Field investigation records of fatal accident sites. File also includes forms which list accident locations, dates of accidents, and recommendation for improvements.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 38401. HAZARD ELIMINATION PROJECT DATABASE (ELECTRONIC) FILE.

Electronic records concerning Federal Aid Safety projects. Electronic file lists source of funding, project descriptions, status of projects, and other related data. Data is entered into this database from Hazard Elimination Project File (Item 38399). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 6 years after completion of project or closing of file.

ITEM 38402. TRAFFIC ORDINANCES DATABASE (ELECTRONIC) FILE.

Electronic records concerning statewide highway traffic ordinances. Electronic file includes ordinance numbers, descriptions, mileposts locations, lengths, and other related data. Data is entered into this database by field personnel. (File maintenance and backup procedures conducted by Division of Motor Vehicles.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

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ITEM 38403. NAMED/MEMORIAL HIGHWAY FACILITIES DATABASE (ELECTRONIC) FILE.

Electronic records concerning highway facilities named and/or memorialized by Board of Transportation. Information is entered into database from Named and Memorial Highway Facilities File (Item 25517). Electronic file lists routes, locations, names of facilities, dates of actions, and persons honored. (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Board of Transportation Office.

ITEM 38404. RAILROAD PROGRAM DEVELOPMENT FILE.

Transportation Improvement Program (TIP) development materials including Railway-Highway Grade Crossing signal worksheets, investigative index listings, and priority ranking.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.

ITEM 38405. SPOT SAFETY WORK ORDERS DATABASE (ELECTRONIC) FILE.

Electronic records concerning funding for safety improvements. Electronic file includes approved projects and proposed projects, file numbers, site locations, description of improvements, costs, and other related data. Data is entered into this database by field personnel and may contain information included in Spot Safety "On Hold" File (Item 25537 and Spot Safety Project File (Item 47818). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 6 years after completion of project.

ITEM 38406. SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) FILE.

Correspondence and field investigation records concerning requests for designated and reasonable access routes for Surface Transportation Assistance Act (STAA) dimensioned vehicles. File also includes rules and laws pertaining to the STAA program. Data is entered into the Surface Transportation Assistance Act (STAA) Database (Electronic) File (Item 38407).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 38407. SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) DATABASE (ELECTRONIC) FILE.

Electronic records concerning requests for designated and reasonable access routes. Electronic file includes site location descriptions, request descriptions, status of requests, and other related data. Data is entered into this database from Surface Transportation Assistance Act (STAA) File (Item 38406). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 38408. TRAFFIC COUNT FILE.

Records concerning traffic counts submitted by private engineering firms (PEF). File includes copies of traffic counts, requests for traffic counts, request letters, maps, site locations, and other related records. Data is entered into Traffic Count Database (Electronic) File (Item 38409).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 38409. TRAFFIC COUNT DATABASE (ELECTRONIC) FILE.

Electronic records concerning traffic counts submitted by Private Engineering Firms (PEF). Electronic file includes names of firms, request dates, receipt dates, location descriptions, fees, and other related data. Data is entered into this database from Traffic Count File (Item 38408). (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

ITEM 47808. ROAD SAFETY AUDITS FILE.

Records concerning locations identified for investigation through road safety audits.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47809. TRAFFIC ENGINEERING ACCIDENT ANALYSIS SYSTEM (TEAAS) PROJECT FILE.

Records concerning Traffic Engineering Accident Analysis System (TEAAS) projects. File includes project concepts, communications with developer programmers, and initial documents.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47810. LEGAL REQUEST FILE.

Records in paper and electronic formats concerning responses to requests from law firms. File includes working papers, maps, crash analysis reports and results, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

ITEM 47811. ATTORNEY GENERAL WORK PRODUCTS FILE.

Records in paper and electronic formats concerning responses to requests from the Department of Justice, Attorney General's Office regarding tort claims against the State of North Carolina. File includes working papers, maps, crash analysis reports and results, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

ITEM 47812. TIME MANAGEMENT SYSTEM DATABASE (ELECTRONIC) FILE.

Electronic records concerning individual employee's work history. Data is entered into this database by office staff. (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47813. SAFETY EVALUATIONS FILE.

Records in paper and electronic formats concerning safety evaluations of countermeasures and their effectiveness for various projects. File includes analyses of conditions at specific locations, maps, working papers, crash analysis reports and results, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 47814. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT FILE.

Records concerning analyses and recommendations completed for active Transportation Improvement Program (TIP) projects. File includes crash analyses, traffic safety analyses (TSA), maps, correspondence, environmental records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final acceptance of project.

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ITEM 47815. HIGH FREQUENCY CRASH LOCATION (HFCL) MAP FILE.

High Frequency Crash Location (HFCL) maps that graphically display crashes within a given county.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 47816. PURPOSED SPOT SAFETY PROJECT ANALYSIS FILE.

Records concerning locations purposed for Spot Safety Project funds. File includes crash analyses, maps, five-year Traffic Engineering Accident Analysis System (TEAAS) study for safety impacts of Spot Safety Projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 47817. FATAL DATABASE (ELECTRONIC) FILE.

Reference set of electronic records concerning fatal crashes in North Carolina. Data is entered into this database from the Department of Crime Control and Public Safety, State Highway Patrol Division, Research and Planning Unit. (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

ITEM 47818. SPOT SAFETY PROJECT FILE.

Records concerning Spot Safety projects. File includes project justification reports, funding authorizations and requests, project correspondence, and other related records. Part of information is entered into Spot Safety Work Orders Database (Electronic) File (Item 38405).

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after completion of project or when file is closed.

ITEM 47819. INTERSECTION DATABASE (ELECTRONIC) FILE.

Electronic records concerning intersections across the state. Electronic file includes intersection locations, route combinations, traffic control data, and other related data. Data is entered into this database by office staff. (File maintenance and backup procedures conducted by Information Technology Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

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TRAFFIC SAFETY UNIT
FIELD OFFICES STANDARD**

ITEM 25520. FIELD INVESTIGATION FILE.

Records in paper and electronic formats concerning field investigations. File includes Spot Safety Project records, correspondence, traffic counts, requests for speed limit signs, signals, route changes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 6 years after investigation or project is completed or closed.

ITEM 25522. SAFETY PROGRAM FILE.

Records in paper and electronic formats concerning high frequency crash locations. File includes correspondence, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 6 years after records become inactive.

ITEM 38499. FATAL STUDIES FILE.

Records in paper and electronic formats concerning field investigations of fatal crash sites. File includes crash locations, dates of crashes, and recommendations used for site improvements.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 10 years.

ITEM 38500. HAZARD ELIMINATION PROJECTS FILE.

Records in paper and electronic formats concerning federal aid safety projects, including candidate projects. File includes project justification reports, correspondence, project authorizations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 6 years after project is completed or file is closed.

ITEM 38502. SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) FIELD OFFICE FILE.

Correspondence and field investigation records concerning requests for designated and reasonable access routes for Surface Transportation Assistance Act (STAA) dimensioned vehicles. File also includes reference copies of rules and laws pertaining to STAA program.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 47821. PROJECT PLANS FILE.

Reference copies of project plans related to the Transportation Improvement Program (TIP) and other projects. File also includes traffic control plans. (Official records are maintained in the Roadway Design Unit, Structure Design Unit, and Bridge Maintenance Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47822. MAP FILE.

Reference copies of maps obtained from local municipalities. File also includes copies of the Traffic Safety Unit's Annual Average Daily Traffic (AADT) maps.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47823. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT FIELD OFFICE FILE.

Records in paper and electronic formats concerning Transportation Improvement Program (TIP) projects. File includes analyses, recommendations, maps, correspondence, environmental records, and other related records. File also includes railroad projects.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 3 years after final acceptance of project.

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FIELD OFFICES STANDARD**

ITEM 47824. TRAFFIC COUNT REFERENCE FILE.

Records in paper and electronic formats of reference copies of records concerning traffic counts submitted by private engineering firms (PEF). File includes traffic counts, requests for traffic counts, request letters, maps, site locations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

ITEM 47825. SIGNAL PLAN FILE.

Records in paper and electronic formats concerning reference copies of records concerning signals and traffic systems. File includes plans and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.