

**DEPARTMENT OF TRANSPORTATION
DIVISION OF TECHNICAL SERVICES
PHOTOGRAMMETRY 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

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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 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. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

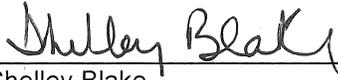
The Department of Transportation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends.*" The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

The Department of Transportation and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records 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 Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Shelley Blake
Chief Records Officer



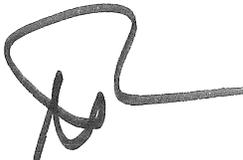
Keith Johnson, Manager
Photogrammetry Unit



Rodger Rochelle, Administrator
Division of Technical Services



Sarah E. Koonts, Director
Division of Archives and Records



Nicholas Tennyson, Secretary
Department of Transportation

APPROVED



Susann W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 12020. AERIAL PHOTOGRAPHIC ENLARGEMENTS (STATE AND FEDERAL PROJECTS) FILE

Records concerning field data for identification of roads, properties, and structures. File includes enlarged photographs.

DISPOSITION INSTRUCTIONS: Destroy photographs in office after field data are transferred to the Preconstruction Mapping for DOT Customers File (Item 46137).

ITEM 12022. AERIAL PHOTOGRAPHIC FILM FILE

Records concerning aerial photographic missions. File includes roll film negatives up to mission M-6792, dated March 5, 2009.

DISPOSITION INSTRUCTIONS: Records no longer being created. Retain in office permanently.

ITEM 12031. AERIAL PHOTOGRAPHIC INDEX BOOKS FILE

Records concerning aerial photographic film. File includes indexes.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 50273. COMPOSITE GEOREFERENCED IMAGES FILE

Electronic records concerning composite georeferenced images generated from electronic exploitation digital imagery. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 12056. CONSTRUCTION EARTHWORK COMPUTATIONS (STATE AND FEDERAL PROJECTS) FOR DOT CUSTOMERS FILE

Records in paper and electronic formats concerning earthwork computations. File includes alignments, terrain models, cross sections, and volumetrics. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after final earthwork computations delivery.

ITEM 32999. CONSULTANTS FILE

Records in paper and electronic formats concerning the contractors who provide photogrammetric products and services to the unit. File includes contracts, performance evaluations, and other related records. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Destroy in office records 15 years after mapping delivery.

ITEM 50270. FRAME EXPLOITATION DIGITAL IMAGERY FILE

Records concerning imagery data generated from re-formatted raw digital imagery data from the Raw Digital Imagery File (Item 50269). [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 50277. GLOBAL POSITIONING SYSTEM (GPS) INERTIAL MEASUREMENT UNIT (IMU) EXTERIOR ORIENTATION DATA FILE

Records in electronic format concerning post-processed electronic ASCII exterior orientation data. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 50274. GLOBAL POSITIONING SYSTEM (GPS) INERTIAL MEASUREMENT UNIT (IMU) RAW DATA FILE

Records in electronic format concerning data collected during aerial mapping missions. File includes positioning and orientation data. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after flight date.

ITEM 50271. IMAGE STATION PROJECT MANAGEMENT (ISPM) FILE

Records in electronic format concerning image station project management (ISPM). [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 50275. MAPPING FOR NON-DOT CUSTOMERS FILE

Records in electronic format concerning mapping for non-DOT customers. File include ASCII, vector, and raster data that represent geospatial data for North Carolina transportation projects. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after mapping delivery.

ITEM 12979. MAPPING PROJECT (FEDERAL AND STATE PROJECTS) FILE

Records in paper and electronic formats concerning the status of photogrammetric project activities. File includes formal requests, responses, and transmittals along with ASCII, vector, and raster data that represent geospatial data for North Carolina transportation projects.

DISPOSITION INSTRUCTIONS: Destroy in office 15 years after final preconstruction mapping delivery.

ITEM 50276. OPERATIONAL FILE

Electronic records concerning the operational concerns of the Photogrammetry unit and housed in numerous databases. File includes data fields consisting of angular measurements, principal coordinates, and other data pertinent to mapping and construction earthwork computations and aerial imagery missions. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 46137. PRECONSTRUCTION MAPPING FOR DOT CUSTOMERS FILE

Records in electronic format concerning transportation planning and design. File includes ASCII, vector, and raster data that represent geospatial data for North Carolina transportation projects.

DISPOSITION INSTRUCTIONS: Destroy in office 15 years after final preconstruction mapping delivery.

ITEM 50269. RAW DIGITAL IMAGERY FILE

Records in electronic format concerning data collected during aerial mapping missions. File includes imagery data. [File maintenance, backup, and archive procedures are conducted by DOT Information Technology Services.]

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after flight date.

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All items following are Discontinued.

ITEM 12006. ADMINISTRATIVE CORRESPONDENCE FILE

Correspondence, memoranda, and reports of the Photogrammetry Unit in paper and electronic formats exchanged with Department of Transportation personnel, other state agencies, and the general public.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12032. AERIAL CONTROL PHOTOGRAPHS (STATE AND FEDERAL PROJECTS) FILE

Records concerning horizontal and vertical control points. File includes project photographs (9"x9").

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12977. CONSTRUCTION FIELD SURVEY BOOKS (STATE AND FEDERAL PROJECTS) FILE

Records concerning construction field surveys. File includes field survey data from Location and Construction Units and other highway units.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12046. CROSS SECTION PRINTOUTS (STATE AND FEDERAL PROJECTS) FILE

Records concerning elevations and distances to the right and left of the survey centerline. File includes electronic reduced computer tabulation sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12055. FILM DIAPOSITIVES (STATE AND FEDERAL PROJECTS) FILE

Aerial photographic diapositives and electronic photographic positives used on stereo equipment.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12972. FINAL PLANS (ROADWAY DESIGN) FILE

Records concerning proposed highways. File includes reference copies of plans and profiles.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12974. GEODETIC CONTROL MONUMENTS FILE

Reference copies of records concerning Geodetic Survey Control markers used to determine the exact location of monumented survey stations within the state. File includes description sheets with sketches to show location of markers and coordinated values.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12976. JOB ORDERS FILE

Job orders in paper and electronic formats for administrative or photographic project work.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12984. PHOTOGRAMMETRY FIELD SURVEY COMPUTATIONS (STATE AND FEDERAL PROJECTS) FILE

Survey computations listing horizontal alignment, least square adjustment, level elevations, and level adjustment.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 12986. PLANNING REPORTS FILE

Reference copies of planning reports prepared by Project Development and Environmental Analysis unit of alternate alignments of proposed roadways.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 12989. QUADRANGLE MAPS FILE

Maps compiled by the United States Geological Survey.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.