

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY TO THE BOARD OF TRANSPORTATION

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

OFFICE OF THE SECRETARY TO THE BOARD OF TRANSPORTATION

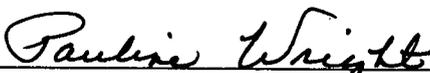
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

OFFICE OF THE SECRETARY TO THE BOARD OF TRANSPORTATION

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 This schedule is to remain in effect until superseded.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

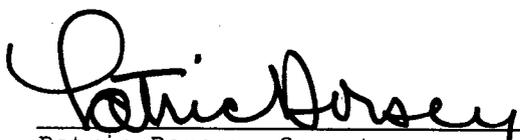
  
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Jeannie L. Kearns  
Chief Records Officer  
Department of Transportation

  
\_\_\_\_\_  
Pauline Wright, Secretary  
Office of the Secretary to the  
Board of Transportation

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Thomas Harrelson, Secretary  
Department of Transportation

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

February 1, 1990

MCC

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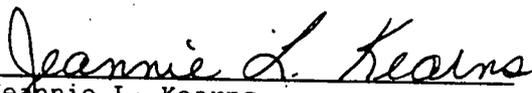
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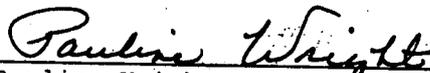
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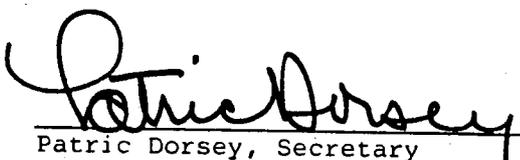
  
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This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

February 1, 1990

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**DEPARTMENT OF TRANSPORTATION  
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**ITEM 2938. RIGHT-OF-WAY PROJECT PLAN SHEETS FILE.**

Right-of-way project plan sheets to the minutes of the Board of Transportation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s) to be microfilmed for permanent security storage in the Archives vault. Paper records will be destroyed in the State Records Center after microfilming.

**ITEM 2939. ADDENDUM FILE.**

Addendums to the minutes of the Board of Transportation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent security storage in the Archives vault. Paper records will be destroyed in the State Records Center after microfilming.

**ITEM 2940. BOARD OF TRANSPORTATION AGENDAS FILE.**

Working papers of the Board minutes. File includes proposed agendas for board meetings, lists of projects, description of projects, and memorandums from the Highway Administrator to unit heads documenting board actions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 2941. TRAFFIC ENGINEERING ORDINANCES AGENDAS FILE.**

Ordinances approved by the Board of Transportation.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center after 5 years to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be transferred to the custody of the Archives.

**ITEM 4003. BOARD OF TRANSPORTATION MINUTES FILE.**

Official minutes of the Board of Transportation. File includes award of projects, resolutions, policies, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 4004. SECONDARY ROADS COUNCIL FILE.**

Agendas and extra copies of Secondary Roads Council meeting minutes.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be transferred to the custody of the Archives.

**ITEM 19215. COPIES OF BOARD OF TRANSPORTATION MINUTES FILE.**

Extra copies of Board minutes used for distribution.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 19216. INDEX TO MINUTES FILE.**

Card file of the minutes of the Board of Transportation listing by county the projects approved by the Board.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 19217. INDEX TO SECONDARY ROADS COUNCIL MINUTES FILE.**

Card file of the minutes of the Secondary Roads Council listing by county the action approved by the Council.

DISPOSITION INSTRUCTIONS: Retain in office permanently.