

DEPARTMENT OF TRANSPORTATION
PUBLIC AFFAIRS DIVISION

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

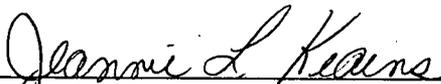
PUBLIC AFFAIRS DIVISION

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

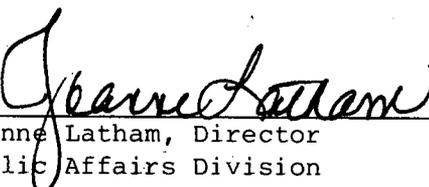
PUBLIC AFFAIRS DIVISION

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 This schedule is to remain in effect until superseded.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



Jeannie L. Kearns
Chief Records Officer
Department of Transportation

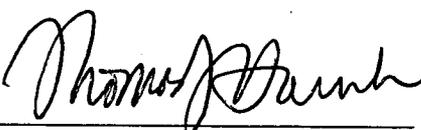


Joanne Latham, Director
Public Affairs Division

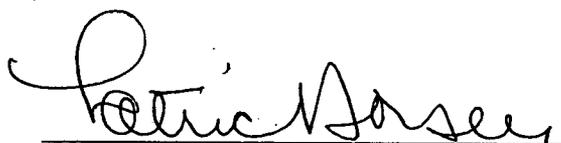


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas Harrelson, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

March 5, 1990

MCC

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PUBLIC AFFAIRS DIVISION

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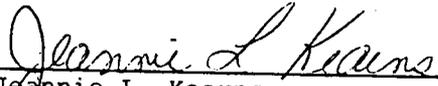
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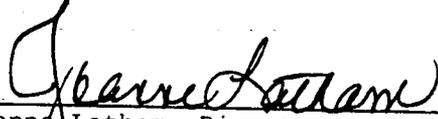
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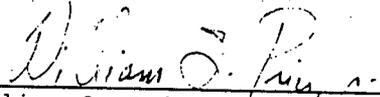
PUBLIC AFFAIRS DIVISION

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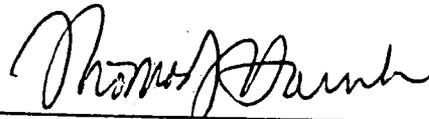
APPROVAL RECOMMENDED

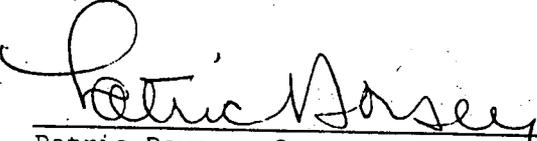

Jeannie L. Kearns
Chief Records Officer
Department of Transportation


Joanne Latham, Director
Public Affairs Division


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APPROVED


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Department of Transportation


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March 5, 1990

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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**DEPARTMENT OF TRANSPORTATION
PUBLIC AFFAIRS DIVISION**

ITEM 2943. SECRETARY'S SPEECH FILE.

Speeches of the Secretary of the Department of Transportation used to distribute to interested parties upon request. Speeches concern highway projects, dedications, and similar functions, as well as Department of Transportation policy.

DISPOSITION INSTRUCTIONS: Transfer 1 copy to the State Records Center after 3 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies after 3 years.

ITEM 2944. SPECIAL ASSISTANT FOR PUBLIC AFFAIRS' GENERAL CORRESPONDENCE FILE.

Correspondence of the Director of Public Affairs with other agencies, other units of the Department of Transportation, contractors, the Federal Highway Administration, North Carolina Association of Broadcasters, the press, and the general public. File includes requests for information on highway projects, conference arrangements, requests for biographical information on Department of Transportation employees, speeches, and information concerning the setting up of a booth at the State Fair, landscaping, litterbugging, mass transit, national parks, public hearings, radio interviews, and dedications.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 2945. PRESS RELEASES FILE.

Press releases of or concerning members of the Board of Transportation, administrative officials of the Department of Transportation, and division engineers. File includes releases used to notify press and public of activities and progress of the Department of Transportation.

DISPOSITION INSTRUCTIONS: Transfer 1 copy to the State Records Center after 3 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies after 3 years.

ITEM 19231. EMPLOYEES BIOGRAPHICAL FILE.

Records concerning biographical information on Department of Transportation employees. File includes snapshots, resumes, and press releases. (File is used as source material in responding to inquiries from the press and general public and for magazine articles and press releases.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 19234. SUBJECT FILE.

Brochures, articles, newspaper clippings, and correspondence concerning items of interest to Public Affairs.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.