

Example – Notification of Voucher Date for Minimum  
Retention of Records for Local Government Agency



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

May 21, 2012

Mr. Ken Neil, Engineering Manager  
Town of Municipal  
555 Town Lane  
Municipal, North Carolina 27555

Subject: Final Voucher Date  
Project: U-1111  
WBS Element: 33333.3.1  
F. A. Number: 0701603

Dear Mr. Neil:

The FHWA has established a final voucher date of May 8, 2012 for the above referenced project. The Minimum Records Retention Period is five years for the Final Voucher Date or May 8, 2017.

The Town of Municipal is responsible for maintaining all records for this minimum retention period.

Please note that project records are subject to audit by Federal agencies for a minimum of three (3) years after acceptance of the project. The Town of Municipal will be responsible for providing reasonable access to all project records for audit or review during the entire retention period until May 8, 2017. Agencies that may audit your records include, but are not limited to:

- FHWA (NC Division Office, USDOT Headquarters, FHWA Office of Inspector General)
- NCDOT (Office of Inspector General, Fiscal management Division, Local Programs Management Office)
- NC Office of State Budget and Management
- NC Office of Economic Recovery and Investment
- NC Auditor's Office

If you have any questions, please advise.

Sincerely,

D. E. Engineer, P. E.  
Division Engineer

DEE/srw

cc: State Construction Engineer  
State Materials Engineer  
Manager of Program Management Office (LPMO)

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