

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
Administrative Reports	Agency Management	Reporting	Reports Written by the Agency	GENSCH	4	142.A	3	999	Retain one copy of biennial and annual reports permanently - destroy all other records after 3 years.	PERMANENT	Administrative, biennial, and annual reports submitted to or by the office.	G.S. § 125-11.8(b)				annual and biennial reports	Active		12/1/2017		
Announcements	Public Relations	Programming and Training	Announcements	GENSCH	5	1552.S	2	50	Destroy.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	Announcements made by the agency concerning activities, employees, services, and other related matters.					announcements sent concerning agency events	Active		12/1/2017		
Associations and Committees	Agency Management	Operations	Membership Records	GENSCH	6	137.S	2	50	Destroy.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	Records concerning local, state, or national associations and committees with which agency or staff is involved.					records concerning memberships or registrations on behalf of the agency or agency personnel	Active		12/1/2017		
Attorney General Opinions and Rulings	Agency Management	Information Management	Reference Files	GENSCH	7	125.R	500	50	Destroy when reference value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy	Reference copies of legal opinions and rulings and related records prepared by the Department of Justice.					materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active		12/1/2017		
Bulletins	Agency Management	Operations	Information Sharing Materials	GENSCH	9	134.S	500	50	Destroy when superseded or obsolete.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	Reference copies of administrative notices, informational bulletins, and circulars issued by agency officials.					internal records such as memoranda, newsletters, and bulletins that circulate information within the agency	Active		12/1/2017		
Conferences and Workshops	Agency Management	Operations	Meeting Materials	GENSCH	13	136.R	500	50	Destroy when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						agendas, meeting packets, notes, and other related records from meetings attended by agency personnel	Active		12/1/2017		
Inspections	Risk Management	Office Safety and Security	Loss Control Inspection Reports	GENSCH	22	1656.S	3	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	Records detailing health and safety inspections of agency facilities.					self-inspections to identify potential liabilities or hazards that may exist in agency-owned buildings or property	Active		12/1/2017		
Legal Correspondence and Memorandums	Legal	Legal Matters Management	Attorney General's Advice and Opinions	GENSCH	26	1261.P	3	999	Destroy.	PERMANENT						advisory letters received from Department of Justice attorneys	Active		12/1/2017		
Meetings Data	Agency Management	Operations	Meeting Materials	GENSCH	29	136.R	500	50	Destroy when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy	Records concerning public and staff meetings.					agendas, meeting packets, notes, and other related records from meetings attended by agency personnel	Active		12/1/2017		

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Policies, Procedures, and Regulations	Agency Management	Information Management	Reference Files	GENSCH	33	125.R	500	50	Destroy when superseded or obsolete.	RETAIN UNTIL: Reference value ends THEN: Destroy	Reference copies of agency policies, procedures and regulations.					materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active		12/1/2017		
Publications	Public Relations	Agency Publications	Publications Management	GENSCH	34	1514.5	500	5	Destroy when reference value ends.	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy						correspondence and other related records regarding the design and creation of agency publications	Active		12/1/2017		
Publications Received	Agency Management	Information Management	Reference Files	GENSCH	35	125.R	3	50	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Reference value ends THEN: Destroy	Records concerning publications received by the agency.					materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active		12/1/2017		
Records Management	Agency Management	Information Management	Records Management Materials	GENSCH	37	124.P	999	999	Retain transfer forms and destruction logs permanently. Destroy other items when superseded or administrative value ends.	PERMANENT						records documenting the final disposition of public records; includes destruction logs and transfer forms	Active		12/1/2017		
Reference	Agency Management	Information Management	Reference Files	GENSCH	38	125.R	500	50	Destroy when reference value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active		12/1/2017		
Requests for Information	Public Relations	Community Relations	Public Records Requests	GENSCH	39	1527.2	1	2	Destroy.	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy						requests submitted by persons seeking access to agency records and documentation of agency response	Active		12/1/2017		

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Admin - Surplus Property File	Asset Management	Property, Facility, Equipment, and Supplies Management	Inventory Management Records	Admin	42	224.5	3	3	Destroy	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy	Inventories and other related records concerning surplus property and its disposition.					lists of properties, facilities, fixed assets, supplies, and surplus property			12/1/2017		
Admin - Vehicles File	Asset Management	Property, Facility, Equipment, and Supplies Management	Inventory Management Records	Admin	44	224.3	3	3	Destroy	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	Records concerning office's use of state-owned vehicles.					inventory control and usage records; includes records that track the movement of inventory, such as requisitions/draw tickets, along with mileage logs, request forms, and other related records			12/1/2017		
Admin - Visitor Monitoring File	Risk Management	Office Safety and Security	Workplace Security Records	Admin	45	1659	1	0.1	Destroy	RETAIN UNTIL: Complete PLUS: 30 days THEN: Destroy	Logs, registers and other related records concerning the monitoring of visitors					records concerning the security of agency offices, facilities, vehicles, equipment, and personnel; includes visitors' registers and logs tracking access to facilities or resources			12/1/2017		
Work Schedules	Human Resources	Attendance and Leave	Work Schedules	GENSCH	49	827.1	1	1	Destroy.	RETAIN UNTIL: Complete PLUS: 1 year THEN: Destroy					records concerning shift and duty assignments	Active		12/1/2017			
Accounts Payable	Financial Management	Accounting	Accounts Payable	GENSCH	51	511.3	3	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Fiscal year close PLUS: 3 years THEN: Destroy		NC OSC Policy 900.8			records concerning the status of accounts in which the agency owes money to firms or individuals; includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers; also includes stop payment notices	Active		12/1/2017			
Accounts Receivable	Financial Management	Accounting	Accounts Receivable	GENSCH	52	512.3	3	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Fiscal year close PLUS: 3 years THEN: Destroy		NC OSC Policy 900.8			records concerning receivables owed and collected; includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts	Active		12/1/2017			
Bids	Financial Management	Procurement	Bids and Proposals	GENSCH	57	561.R	1	50	Transfer to "Contracts, Agreements, and Leases" (item 73) when bid is approved.	RETAIN UNTIL: Reference value ends THEN: Destroy		01 NCAC 05B .0502			notices, evaluations, and other related records	Active		12/1/2017			

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State Traffic Engineer Files	Agency Management	Establishing Organizational Structure	Agency Histories	Admin	66	111.R	5	50	Destroy in office after 5 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.	RETAIN UNTIL: Reference value ends THEN: Destroy					Records contain Items from the State Traffic Engineers Working files	routine records documenting the history or development of an agency or programs within the agency	Active		12/1/2017		
Contracts, Agreements, and Leases	Legal	Contract Management	Contracts	GENSCH	74	1232.10	10	13	Destroy 10 years after expiration of contract if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Expiration or termination PLUS: 10 years THEN: Destroy		G.S. § 1-47(2)	Restricted	Kevin Lacy, Renee Roach, Terry Hopkins, Greg Fuller, Meredith McDirami d, Jim Dunlop, Ron King, Milton Dean, Buddy Murr, Brian Mayhew, Tony Wyatt, Jeff Jaeger, Lisa Avery	documents negotiated with vendors and firms concerning services, equipment, property, and other obligations; includes all document references within contract and relevant correspondence; also includes memoranda of agreement (MOA), memoranda of understanding (MOU), Service Level Agreements (SLA), Statements of Work (SOW), and Non-Disclosure Agreements (NDA); includes any sealed contracts	Active		12/1/2017			
Earnings (time sheets, etc.)	Human Resources	Attendance and Leave	Time Sheets	GENSCH	81	826.2	4	2	Destroy if approved by Chief Financial Officer and no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy	Time sheets and other related records detailing earnings of employees.	29 CFR 516.6(a)(1)	Restricted	All managers, supervisors, and paymasters	records concerning daily hours worked; includes time sheets or time cards	Active		12/1/2017			
Fiscal Correspondence (Budget Detail Sheet)	Financial Management	Budgeting	Budget Development Records	GENSCH	83	521.2	2	2	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Fiscal year close PLUS: 2 years THEN: Destroy					administrative budget records; includes research, correspondence, and other related records	Active		12/1/2017			
Fixed Assets	Asset Management	Property, Facility, Equipment, and Supplies Management	Inventory Management Records	GENSCH	84	224.S	5	50	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					lists of properties, facilities, fixed assets, supplies, and surplus property	Active		12/1/2017			
Invoices	Financial Management	Accounting	Accounts Payable	GENSCH	89	511.3	3	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Fiscal year close PLUS: 3 years THEN: Destroy		NC OSC Policy 900.8			records concerning the status of accounts in which the agency owes money to firms or individuals; includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers; also includes stop payment notices	Active		12/1/2017			

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Purchase Orders	Financial Management	Procurement	Purchase Orders and Vouchers	GENSCH	100	562.5	5	5	Destroy 5 years after expiration of contract if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy		01 NCAC 05B .1901				authorizations and other documents concerning purchased goods or services; includes procurement card authorization logs	Active		12/1/2017		
Travel Requests and Reimbursements	Financial Management	Accounting	Travel Requests	GENSCH	115	5112.3	5	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	Authorizations and requests for reimbursement for travel and related expenses (expense vouchers).					financial records regarding agency travel; includes documentation of advance payments and reimbursements	Active		12/1/2017		
Utility Bills and Logs	Financial Management	Accounting	Accounts Payable	GENSCH	116	511.3	1	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Fiscal year close PLUS: 3 years THEN: Destroy		NC OSC Policy 900.8				records concerning the status of accounts in which the agency owes money to firms or individuals; includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers; also includes stop payment notices	Active		12/1/2017		
Class Specifications	Human Resources	Payroll Management	Classification and Compensation Records	GENSCH	182	851.2	500	50	Destroy when superseded or obsolete.	RETAIN UNTIL: Superseded/Obsolete PLUS: 2 years THEN: Destroy		29 CFR 516.6(a)(2)				salary ranges and classifications of positions established by the Office of State Human Resources; includes wage rate tables	Active		12/1/2017		
Classifications	Human Resources	Payroll Management	Classification and Compensation Records	GENSCH	183	851.2	500	50	Destroy when superseded or obsolete.	RETAIN UNTIL: Superseded/Obsolete PLUS: 2 years THEN: Destroy		29 CFR 516.6(a)(2)				salary ranges and classifications of positions established by the Office of State Human Resources; includes wage rate tables	Active		12/1/2017		
Performance Management	Human Resources	Employee Evaluations and Certifications	Performance Management Records	GENSCH	202	845.3	3	3	Destroy if no litigation, claim, audit, or other official action has been initiated.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy		Only performance evaluations are confidential.				records concerning employees' work plans; includes goals, tasks, values, and performance evaluations	Active		12/1/2017		
Position Descriptions	Human Resources	Position Management	Position Descriptions	GENSCH	208	876.1	500	50	Destroy when superseded or obsolete.	RETAIN UNTIL: Superseded/Obsolete PLUS: 1 year THEN: Destroy						job descriptions for each position	Active		12/1/2017		
Training Records	Human Resources	Staff Development	Employee Training Records	GENSCH	219	884.2	500	2	Destroy when administrative value ends.	TRANSFER to Personnel Jacket if training is required or could affect career advancement RETAIN REMAINING RECORDS UNTIL: Complete PLUS: 2 years THEN: Destroy		29 CFR 1602.31, 29 CFR 1627.3(b)(1)				employee-specific records documenting the training of agency personnel; includes certificates, transcripts, test scores, selections, and other related records; citation: 29 CFR 1602.31, 29 CFR 1627.3(b)(1)			12/1/2017		

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ADMINISTRATIVE CORRESPONDENCE FILE	Agency Management	Operations	Correspondence	BA	3150	133.5	5	5	Destroy in office after 5 years.	RETAIN UNTIL: Received/Sent PLUS: 5 years THEN: Destroy		EO No. 12 (2013)			Correspondence of the Manager and Assistant Manager of Traffic Engineering concerning management functions of the branch. File also includes policies, procedures, plans and programs, and other related records.	internal and external communications (including e-mail) to and from all other agency employees	Active	4/1/2016	12/1/2017	State Traffic Engineer Office	Administration
TOPICS PROJECT FILE	NONE	NONE	NONE	MSTA	3151	99999	0	0	Item discontinued. All records destroyed	Item discontinued. All records destroyed					Record copies of correspondence and memorandums of the Traffic Operation Projects to Improve Capacity and Safety (TOPICS) coordinator with municipalities concerning the cost of installing equipment and other project costs. Includes Municipality-Purchasing	Record copies of correspondence and memorandums of the Traffic Operation Projects to Improve Capacity and Safety (TOPICS) coordinator with municipalities concerning the cost of installing equipment and other project costs. Includes Municipality-Purchasing	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
TRAFFIC CONTROL INACTIVE PROJECT FILE	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	WZTC	3152	10313.3	5	3	Destroy in office 5 years after final project acceptance.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					Paper and electronic records concerning construction projects that have been accepted. File includes reference copies of reports created in the Planning and Environmental Branch, Design Review recommendations regarding safety of all roadway projects, copies	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
TRAFFIC CONTROL INACTIVE HALFSIZE PLAN FILE	NONE	NONE	NONE	WZTC	3153	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Reference copies of half-size reproduction plans in paper and electronic format for all construction projects that have been accepted. File also includes additional sheets or notations for construction revisions.	Reference copies of half-size reproduction plans in paper and electronic format for all construction projects that have been accepted. File also includes additional sheets or notations for construction revisions.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
CONGESTION MANAGEMENT SPECIAL COMMERCIAL (SC) & CONTROL OF ACCESS (CA) PERMITS PROJECTS FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	CM	3154	225.3	7	3	Destroy in office 7 years after Congestion Management work on the project is completed. Destroy records currently held at the State Records Center as of 4/1/16 7 years after date of record.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy					Records concerning requests from developers or others seeking permits to build driveways and street connections onto the State Highway System. File includes reference copies of correspondence, blueprints, working drawings, support data, capacity analyses	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Design Review Group

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REGULAR COMMERCIAL PERMITS FILE	NONE	NONE	NONE	CM	3155	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Requests from individuals or single companies for permission to build driveways onto state highways. File includes driveway permits showing location of property. File also includes maps, drawings of the proposed driveway, and memorandums of approval of th	Requests from individuals or single companies for permission to build driveways onto state highways. File includes driveway permits showing location of property. File also includes maps, drawings of the proposed driveway, and memorandums of approval of th	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Design Review Group
ANNUAL PERMITS FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	23178	225.3	1	3	Destroy in office after 1 year.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Records concerning facsimile copies/renewals/applications for annual permits issued for OSOW loads received from the industry & public on a daily basis. File includes names of persons and/or co., permit numbers, routes of travel, dimensions & load weight				Records concerning annual renewal notices. File includes names of persons and/or companies, dates of issuance, dates of renewal, specific routes of travel, and other related records. Information entered into Annual Permits (Electronic) File (Item 37902).	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Overweight Permits	
BRIDGE DATA AND MAPS FILE	Agency Management	Information Management	Reference Files	OSOW	23180	125.R	50	50	Destroy in office when superseded or obsolete.	RETAIN UNTIL: Reference value ends THEN: Destroy	Maps showing locations of all bridges in North Carolina. File also includes bridge data sheets arranged by county.				Records concerning bridges in North Carolina. File includes maps as well as bridge data sheets by county.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency	Active	3/31/2015	12/1/2017	Overweight Permits	
DIRECTOR'S CORRESPONDENCE FILE	Agency Management	Operations	Correspondence	OSOW	23182	133.5	5	5	Destroy in office after 5 years.	RETAIN UNTIL: Received/Sent PLUS: 5 years THEN: Destroy	Correspondence written to and/or received from other Department of Transportation units and federal and state agencies. File includes policies and procedures memorandums of the DOT and other government agencies concerning the Permits Unit, various report	EO No. 12 (2013)			Records consisting of correspondence written to and/or received from other Department of Transportation units, federal agencies, and state agencies. File includes policies and procedures memoranda of the Department of Transportation and other government a	internal and external communications (including e-mail) to and from all other agency employees	Active	3/31/2015	12/1/2017	Overweight Permits	
DAILY PERMITS (PRINTOUTS) FILE	NONE	NONE	NONE	OSOW	23184	99999	0	0	Item discontinued. Function and records transferred to DailyPermits (Electronic) File (Item 37904).	Item discontinued. Function and records transferred to Daily Permits (Electronic) File.					Computer generated printouts produced from Daily Permits Database (Electronic) File (Item 37904). Printouts include names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of each load, and other related data.	Computer generated printouts produced from Daily Permits Database (Electronic) File (Item 37904). Printouts include names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of each load, and other related data.	Active	3/31/2015	3/31/2015	Overweight Permits	

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DIVISION PERMIT COLLECTIONS/REPORTS FILE	Agency Management	Information Management	Reference Files	OSOW	23185	125.R	5	50	Destroy in office after 5 years.	RETAIN UNTIL: Reference value ends THEN: Destroy	Collection report from division/district offices consisting of application fees collected for housemoves, permittee name, pre-issue number, method of payment, permit numbers, and date of issuance.				Records concerning house moves. File includes collection reports received from division and district offices. Reports consist of application fees, permittee names, pre-issue numbers, methods of payment, permit numbers, and dates of issuance.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
SUPER LOAD PERMITS FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	23186	225.3	2	3	Destroy in office after 2 years.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Requests for permits, bridge studies, schematics of vehicle combination, and reference copies of permits. (Super loads are over 132,000 pounds or over 15 feet wide.)				Records concerning applications for super load permits. File includes requests for permits, bridge studies, schematics of vehicle combination, and reference copies of previous permits. (Super loads are over 132,000 pounds or over 15 feet wide.)	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
PERMIT COUNTS FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	23192	225.3	5	3	Destroy in office after 5 years.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Monthly listing of permit counts, including distribution of permits issued by type of permit.				Monthly listing of permit counts, including distribution of permits issued by type of permit.	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
BRIDGE DATA MEMORANDA FILE	Agency Management	Information Management	Reference Files	OSOW	24128	125.R	5	50	Destroy in office after 5 years.	RETAIN UNTIL: Reference value ends THEN: Destroy	Correspondence from Structures Unit, GIS, and other NCDOT Units/Offices concerning bridge load capacity changes/postings and Road System changes and other related data.				Records concerning bridge data changes. File includes correspondence among Structures Unit, GIS, and other NCDOT units and offices concerning bridge load capacity changes or postings, road system changes, and other related records.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
BRIDGE ORDINANCE FILE	Agency Management	Information Management	Reference Files	OSOW	24129	125.R	5	50	Destroy in office after 5 years.	RETAIN UNTIL: Reference value ends THEN: Destroy	Bridge ordinance sheets received from Bridge Inspection Engineers showing additions, deletions, and modifications to previous bridge weight limit ordinances.				Bridge ordinance sheets received from Bridge Inspection Engineers showing additions, deletions, and modifications to previous bridge weight limit ordinances. Ordinance sheets list ordinance numbers, item numbers, structure numbers, names of counties, name	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	

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COLLISION REPORT FILE	Infrastructure Management	Transportation Management and Safety	Safety Investigation Records	TSSS	25496	1038.3	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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.)	records maintained by the Department of Transportation; includes crash reports and other records evaluating cost-benefit of warning devices and other proposed improvements to roads and railroads; also includes requests for speed limits, signs, signals, and route changes	Active	2/9/2007	12/1/2017	Traffic Safety	
BEFORE AND AFTER STUDIES FILE	NONE	NONE	NONE	TSSS	25499	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					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.	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.	Active	2/9/2007	2/9/2007	Traffic Safety	
COLLISION DIAGRAM DRAWINGS FILE	NONE	NONE	NONE	TSSS	25501	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Diagrams that graphically represent the crash history at a specific location. Information was formerly entered into Crash History Request (Electronic) Database File (Item 38214).	Diagrams that graphically represent the crash history at a specific location. Information was formerly entered into Crash History Request (Electronic) Database File (Item 38214).	Active	2/9/2007	2/9/2007	Traffic Safety	
FATAL CRASH CARD FILE	Infrastructure Management	Transportation Management and Safety	Safety Investigation Records	TSSS	25505	1038.3	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			Card file entitled "Report of Fatal Accidents". File also includes slips of paper about fatal crashes as received from Division of Motor Vehicles.	records maintained by the Department of Transportation; includes crash reports and other records evaluating cost-benefit of warning devices and other proposed improvements to roads and railroads; also includes requests for speed limits, signs, signals, and route changes	Active	2/9/2007	12/1/2017	Traffic Safety	
RAILROAD CROSSING SIGHT DISTANCE FILE	NONE	NONE	NONE	TSIS	25509	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.							Inactive	4/1/2016	4/1/2016	Traffic Safety Systems and Management Unit	Highway Safety Planning and Analysis Section
RAILROAD INVENTORY FILE	NONE	NONE	NONE	TSSS	25510	99999	0	0	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.					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.)	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.)	Active	2/9/2007	2/9/2007	Traffic Safety	

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
MAP FILE	NONE	NONE	NONE	TSSS	25512	99999	50	0	Destroy in office when administrative value ends.	Item discontinued. Superseded by General Schedule for State Agency Records.					Annual Average Daily Traffic (AADT) updated maps of urban and county traffic volumes prepared from data obtained from local municipalities.	Annual Average Daily Traffic (AADT) updated maps of urban and county traffic volumes prepared from data obtained from local municipalities.	Active	2/9/2007	4/10/2015	Traffic Safety	
BOARD OF TRANSPORTATION FILE	NONE	NONE	NONE	BA	25514	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).	Item discontinued. Superseded by the General Schedule for State Agency Records.					Reference copies of agendas and minutes of meetings.	Reference copies of agendas and minutes of meetings.	Inactive	4/1/2016	4/1/2016	State Traffic Engineer Office	Administration
NAMED AND MEMORIAL HIGHWAY FACILITIES FILE	NONE	NONE	NONE	TSIS	25517	99999	0	0	Item discontinued. Function and records transferred to Board of Transportation Office.	Item discontinued. Function and records transferred to Board of Transportation Office.					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).	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).	Active	2/9/2007	2/9/2007	Traffic Safety	
FIELD INVESTIGATION FILE	NONE	NONE	NONE	CAP	25520	99999	6	0	Destroy in office paper and electronic records 6 years after investigation or project is completed or closed.	Item discontinued. Function and records transferred to Open Field Investigation File (Item 25523).					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.	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.	Active	2/9/2007	4/10/2017	Traffic Safety	Field Offices Standard
SAFETY PROGRAM FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	CAP	25522	10312.6	6	6	Destroy in office paper and electronic records 6 years after records become inactive.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			Records in paper and electronic formats concerning high frequency crash locations. File includes correspondence, memorandums, reports, and other related records.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	Field Offices Standard

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
OPEN FIELD INVESTIGATION FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	25523	10312.6	25	6	Transfer to a Closed Field Investigation File (Item 25528) when investigation is completed.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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 (EI	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
CITY MAPS FILE	NONE	NONE	NONE	TSSS	25524	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Reference copies of maps of North Carolina cities and towns.	Reference copies of maps of North Carolina cities and towns.	Active	2/9/2007	2/9/2007	Traffic Safety	
DRAFT HIGHWAY TRAFFIC ORDINANCES FILE	NONE	NONE	NONE	TSIS	25525	99999	50	0	Destroy in office paper and electronic records when administrative value ends.	Item discontinued. Function and records transferred to Traffic Ordinances File (Item 25526).					Records in paper and electronic formats concerning drafts of traffic control ordinances and reference copies of enacted ordinances.	Records in paper and electronic formats concerning drafts of traffic control ordinances and reference copies of enacted ordinances.	Active	2/9/2007	4/10/2015	Traffic Safety	
TRAFFIC ORDINANCES FILE	Legal	Affidavits, Authorizations, and Authentications	Traffic Ordinances	TSIS	25526	1216.3	999	999	Retain in office permanently.	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy		No destruction of records may take place if audits or litigation are pending or reasonably anticipated.			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 requ	records promulgated by the Department of Transportation concerning approved statewide traffic ordinances for speed limits, no parking zones, route number changes, bridge weight limits, and other traffic ordinances; includes Certificate of Rulemaking (COR), municipal certificate for traffic ordinance requiring concurrent approval, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
HIGHWAY CONDITION (HP-320) REPORTS FILE	NONE	NONE	NONE	TSIS	25527	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Form HP-320 Highway Condition Reports.	Form HP-320 Highway Condition Reports.	Active	2/9/2007	2/9/2007	Traffic Safety	
CLOSED FIELD INVESTIGATION FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	25528	10312.6	6	6	Destroy in office 6 years after investigation is completed or closed.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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 3839	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
MUNICIPAL AGREEMENTS FILE	NONE	NONE	NONE	TSIS	25530	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Reference copies of agreements between the state and municipalities concerning construction projects.	Reference copies of agreements between the state and municipalities concerning construction projects.	Active	2/9/2007	2/9/2007	Traffic Safety	
MUNICIPAL MAINTENANCE AGREEMENTS FOR TRAFFIC CONTROL DEVICES FILE	NONE	NONE	NONE	CAP	25531	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records (Contracts, Agreements, and Leases File).	Item discontinued. Superseded by the General Schedule for State Agency Records (Contracts, Agreements, and Leases File).							Inactive	4/1/2016	4/1/2016	Traffic Field Operations, Investigations, and Support Unit	Area Traffic Engineers
STOP SIGN AND YIELD SIGN ROUGH DRAFT FILE	NONE	NONE	NONE	TSIS	25534	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Forms listing stop and yield sign locations used for computer input.	Forms listing stop and yield sign locations used for computer input.	Active	2/9/2007	2/9/2007	Traffic Safety	
THOROUGHFARE PLANS FILE	NONE	NONE	NONE	CM	25535	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).	Item discontinued. Superseded by the General Schedule for State Agency Records.					Reference copies of thoroughfare plans and maps for counties and municipalities across the state.	Reference copies of thoroughfare plans and maps for counties and municipalities across the state.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Design Review Group
TRAFFIC ENGINEERING BRANCH POLICIES FILE	NONE	NONE	NONE	TSIS	25536	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Reference copies of Traffic Engineering and Safety Systems Branch policies.	Reference copies of Traffic Engineering and Safety Systems Branch policies.	Active	2/9/2007	2/9/2007	Traffic Safety	
SPOT SAFETY "ON HOLD" FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	25537	10312.6	25	6	Transfer to Spot Safety Project File (Item 47818) when funded by the Board of Transportation.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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).	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
CONSULTANT PHOTOGRAPHS FILE	NONE	NONE	NONE	S&G	25545	99999	0	0	Item discontinued. Transfer to the State Records Center when administrative 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.	Item discontinued. Transfer to the State Records Center when administrative 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.					Photographs of signal equipment and intersections taken by consultant firm in 1965 study. File is used as reference to maintain, change, and add signal equipment.	Photographs of signal equipment and intersections taken by consultant firm in 1965 study. File is used as reference to maintain, change, and add signal equipment.	Active	7/26/1995	7/26/1995	ITS & Signals	Signals & Geometrics

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
COUNTY AVERAGE DAILY TRAFFIC MAPS FILE	Agency Management	Information Management	Reference Files	S&G	25546	125.R	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy					County maps showing the average daily traffic.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	7/26/1995	12/1/2017	ITS & Signals	Signals & Geometrics
LOCATIONS FILE	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	25547	1022.S	999	50	Retain in office master file (original records) permanently. Destroy in office remaining records when superseded or obsolete.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					Records concerning geometric and signal designs and/or studies completed at various intersections and other locations along North Carolina roadways. File includes correspondence, photographs, geometric and signal design plans, and other related records. D	includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active	1/14/2002	12/1/2017	ITS & Signals	Signals & Geometrics
MAINTENANCE CARDS FILE	NONE	NONE	NONE	SM	25549	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Cards concerning maintenance performed on traffic signal equipment by the Division Traffic Control technicians. File includes complaints, types of repairs solutions, location of equipment, and other related data.	Cards concerning maintenance performed on traffic signal equipment by the Division Traffic Control technicians. File includes complaints, types of repairs solutions, location of equipment, and other related data.	Active	8/18/2008	8/18/2008	ITS & Signals	Signals Management
MUNICIPAL TRAFFIC ENGINEERING ASSISTANCE PROGRAM (MTEAP) FILE	NONE	NONE	NONE	MSTA	25550	99999	0	0	Item discontinued. Function and records transferred to Municipal and School Transportation Assistance Projects (Electronic) File (Item 39012).	Item discontinued. Function and records transferred to Municipal and School Transportation Assistance Projects.					Records concerning MTEAP traffic engineering studies for small North Carolina municipalities completed and/or in progress. File includes correspondence, maps, computer printouts, photographs, field data, analysis documentation, original reports, and other	Records concerning MTEAP traffic engineering studies for small North Carolina municipalities completed and/or in progress. File includes correspondence, maps, computer printouts, photographs, field data, analysis documentation, original reports, and other	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
ORIGINAL SIGNAL AND/OR GEOMETRIC PLANS FILE	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	25551	1022.5	5	50	Scan in office paper and electronic records when received. Destroy in office paper copies of scanned records after 30 days and when all quality control procedures have been completed. Destroy electronic records in office 5 years after plans are superseded	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					Records in paper and electronic formats of traffic signal designs and/or intersection geometric designs which have been completed, revised, and/or upgraded for intersections along North Carolina roadways. File is used to indicate intersections where signa	includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active	3/21/2007	12/1/2017	ITS & Signals	Signals & Geometrics
SIGNAL EQUIPMENT LITERATURE FILE	Agency Management	Information Management	Reference Files	SM	25553	125.R	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy					Booklets, pamphlets, and catalogs received from companies manufacturing signal equipment. (File is used by Signals Management Section to determine type of signal equipment to install.)	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	8/18/2008	12/1/2017	ITS & Signals	Signals Management
LOCATION MAPS FILE	Agency Management	Information Management	Reference Files	S&G	25554	125.R	50	50	Destroy in office when superseded or obsolete.	RETAIN UNTIL: Reference value ends THEN: Destroy					County maps and supplements showing location of all traffic signals in the state.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency	Active	7/26/1995	12/1/2017	ITS & Signals	Signals & Geometrics
SIGNAL SYSTEM CORRESPONDENCE FILE	NONE	NONE	NONE	SM	25555	99999	0	0	Function and records transferred to Intelligent Transportation Systems Section.	Function and records transferred to Intelligent Transportation Systems Section.					Correspondence and supporting documentation for signal system projects.	Correspondence and supporting documentation for signal system projects.	Active	8/18/2008	8/18/2008	ITS & Signals	Signals Management
SIGNAL OPTIMIZATION FILE	NONE	NONE	NONE	SM	25556	99999	0	0	Function and records transferred to Signals and Geometrics Section, Locations File (Item 25547).	Function and records transferred to Signals and Geometrics Section.					Records concerning optimization of traffic signals in the state. File includes phase diagrams, types of equipment, traffic counts, new timing sheets, and other related records. (File is used as reference to maintain, change, and add signals to the system.	Records concerning optimization of traffic signals in the state. File includes phase diagrams, types of equipment, traffic counts, new timing sheets, and other related records. (File is used as reference to maintain, change, and add signals to the system.	Active	8/18/2008	8/18/2008	ITS & Signals	Signals Management
TRAFFIC CONTROL DATA FILE	NONE	NONE	NONE	SM	25557	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Record copies of Traffic Control Data cards showing signal equipment repair performed on pieces of equipment by the Signal Repair Shop.	Record copies of Traffic Control Data cards showing signal equipment repair performed on pieces of equipment by the Signal Repair Shop.	Active	8/18/2008	8/18/2008	ITS & Signals	Signals Management

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
TRAFFIC SIGNAL INVENTORY CONTROL SHEETS FILE	NONE	NONE	NONE	SM	25559	99999	0	0	Function and records transferred to Signals and Geometrics Section, Locations File (Item 25547).	Function and records transferred to Signals and Geometrics Section.					Traffic Signal Inventory Control Sheets, one sheet for every signal or intersection in North Carolina. Shows signal equipment installed and includes a sketch of the intersection. (File is used as reference when considering signal equipment changes and ad	Traffic Signal Inventory Control Sheets, one sheet for every signal or intersection in North Carolina. Shows signal equipment installed and includes a sketch of the intersection. (File is used as reference when considering signal equipment changes and ad	Active	8/18/2008	8/18/2008	ITS & Signals	Signals Management
ACTIVE PROJECTS FILE	Legal	Contract Management	Contracts	Signing	25561	1232.10	25	13	Transfer to Inactive Projects File (Item 25567) when project is completed.	RETAIN UNTIL: Expiration or termination PLUS: 10 years THEN: Destroy		G.S. § 1-47(2)			Projects let to contract for signs and sign materials. File includes "State of North Carolina - DOT - Proposal of Bids" for improvement projects. File also includes specifications and drawings, correspondence between sign companies and the signing engineer	documents negotiated with vendors and firms concerning services, equipment, property, and other obligations; includes all document references within contract and relevant correspondence; also includes memoranda of agreement (MOA), memoranda of understanding (MOU), Service Level Agreements (SLA), Statements of Work (SOW), and Non-Disclosure Agreements (NDA); includes any sealed contracts	Active	4/1/2016	12/1/2017	Signing and Delineation	Signing
ACTIVE PROJECTS PLAN FILE	Agency Management	Information Management	Reference Files	Signing	25562	125.R	25	50	Transfer to Inactive Projects Plan File (Item 25568) when project is completed.	RETAIN UNTIL: Reference value ends THEN: Destroy					Half-size reference copies of plans for projects under contract.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Signing
CENTROID CHARTS FILE	NONE	NONE	NONE	Signing	25563	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Record copies of computer printouts used to calculate the center points of irregularly shaped signs to determine the type support needed for sign.	Record copies of computer printouts used to calculate the center points of irregularly shaped signs to determine the type support needed for sign.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Signing
FULL SCALE LETTERS AND TEMPLATES FILE	NONE	NONE	NONE	Signing	25564	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Record copies of paper and metal letters and templates used in laying out full size signs and pavement markings.	Record copies of paper and metal letters and templates used in laying out full size signs and pavement markings.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Signing

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FULL SCALE PROJECT FILE	NONE	NONE	NONE	Signing	25565	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Full-size sheets of all signing projects.	Full-size sheets of all signing projects.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing
FUTURE PROJECTS FILE	NONE	NONE	NONE	Signing	25566	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Cost estimates for future projects.	Cost estimates for future projects.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing
INACTIVE PROJECTS FILE	Legal	Contract Management	Contracts	Signing	25567	1232.10	3	13	Destroy in office after 3 years.	RETAIN UNTIL: Expiration or termination PLUS: 10 years THEN: Destroy		G.S. § 1-47(2)			Completed project files for contracts for signs and sign materials.	documents negotiated with vendors and firms concerning services, equipment, property, and other obligations; includes all document references within contract and relevant correspondence; also includes memoranda of agreement (MOA), memoranda of understanding (MOU), Service Level Agreements (SLA), Statements of Work (SOW), and Non-Disclosure Agreements (NDA); includes any sealed contracts	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Signing
INACTIVE PROJECTS PLAN FILE	Agency Management	Information Management	Reference Files	Signing	25568	125.R	3	50	Destroy in office after 3 years.	RETAIN UNTIL: Reference value ends THEN: Destroy					Half-size reference copies of plans for projects completed.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Signing
MINIATURE PROJECTS FILE	NONE	NONE	NONE	Signing	25569	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Half-size reference copies of signing projects.	Half-size reference copies of signing projects.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing
MINIATURE SIGN FILE	NONE	NONE	NONE	Signing	25570	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Official copies of all 8-1/2 x 11 inch drawings of sign face layouts.	Official copies of all 8-1/2 x 11 inch drawings of sign face layouts.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing

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ORIGINAL COPY SIGN FILE	NONE	NONE	NONE	Signing	25571	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Computer Aided Drafting and Design (CADD) drawings of highway signs used in North Carolina.	Computer Aided Drafting and Design (CADD) drawings of highway signs used in North Carolina.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing
REQUISITIONS FILE	NONE	NONE	NONE	Signing	25572	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Reference copies of all requests for signs and signing material from all Division Traffic Services supervisors and copies of miniature sign drawings for requisitions.	Reference copies of all requests for signs and signing material from all Division Traffic Services supervisors and copies of miniature sign drawings for requisitions.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Signing
ROADWAY LIGHTING FILE	NONE	NONE	NONE	Signing	25573	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Record copies of the assistant signing engineer's roadway lighting recommendations and designs. Includes memorandums regarding structural and technical aspects of roadway and sign lighting for interstate and secondary road projects, sketches, drawings, in	Record copies of the assistant signing engineer's roadway lighting recommendations and designs. Includes memorandums regarding structural and technical aspects of roadway and sign lighting for interstate and secondary road projects, sketches, drawings, in	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Signing
SIGN REFERENCE FILE	NONE	NONE	NONE	Signing	25574	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Pamphlets, brochures, reports, and other literature on signs and related equipment. File includes records concerning interstate lighting, tourist information signs, anchor buoys, bicycle signs, breakaway signposts, color tolerance charts, concrete poles,	Pamphlets, brochures, reports, and other literature on signs and related equipment. File includes records concerning interstate lighting, tourist information signs, anchor buoys, bicycle signs, breakaway signposts, color tolerance charts, concrete poles,	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Signing
WORKING PROJECT PLANS FILE	NONE	NONE	NONE	Signing	25575	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Current signing plans which includes working plans from the Roadway Design Branch.	Current signing plans which includes working plans from the Roadway Design Branch.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing
WORKING SIGNING PLANS FILE	NONE	NONE	NONE	Signing	25576	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Design recommendations for signing projects from the assistant signing engineer. File includes copies of memorandums, publications, and specifications of the United States Department of Transportation, sketches of sign projects, accident reports, and tabu	Design recommendations for signing projects from the assistant signing engineer. File includes copies of memorandums, publications, and specifications of the United States Department of Transportation, sketches of sign projects, accident reports, and tabu	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
UPDATED STANDARD SHEETS FILE	Infrastructure Management	Infrastructure Design and Planning	Design Plans	Signing	25577	1022.5	50	50	Destroy in office when superseded or obsolete.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					Map-sized sheets of old sign standards that are updated as new sign standards are drawn up. File includes Computer Aided Drafting and Design (CADD) drawings of standards.	includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Signing
ACTIVE SPECIAL PROJECT FILE	NONE	NONE	NONE	WZTC	25578	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Record copies of active special projects containing correspondence, notes, plans, specifications, and reports.	Record copies of active special projects containing correspondence, notes, plans, specifications, and reports.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
DESIGN REVIEW RECOMMENDATIONS FILE	NONE	NONE	NONE	WZTC	25580	99999	0	0	Item discontinued. Records transferred to Traffic Control Plan Active Project File (Item 38119).	Item discontinued. Records transferred to Traffic Control Plan Active Project File.					Recommendations of the Traffic Control Unit concerning safety of all roadway projects. File includes correspondence, drawings, computations, reference copies of memorandums, worksheets, and photographs of accident locations.	Recommendations of the Traffic Control Unit concerning safety of all roadway projects. File includes correspondence, drawings, computations, reference copies of memorandums, worksheets, and photographs of accident locations.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
INACTIVE SPECIAL PROJECTS FILE	NONE	NONE	NONE	WZTC	25582	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					*** NO ITEM DESCRIPTION ***	*** NO ITEM DESCRIPTION ***	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
CONGESTION MANAGEMENT PROJECT LOCATION MAPS (ELECTRONIC) FILE	Agency Management	Information Management	Reference Files	CM	25585	125.R	50	50	Destroy in office when superseded or obsolete.	RETAIN UNTIL: Reference value ends THEN: Destroy					Reference copies of location maps with some highway locations colored in of counties and municipalities. Maps used for reference in processing driveway permits and proposed designs.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Design Review Group
SPECIAL PROJECTS FILE	Agency Management	Information Management	Reference Files	CM	25586	125.R	0	50	Transfer Transportation Improvement Program (TIP) projects files to Plan Review Special Projects File (Item 39008) immediately. Transfer remaining records to Access Review Special Projects File (Item 39001) immediately.	RETAIN UNTIL: Reference value ends THEN: Destroy					Reference copies of reports, statistical data, drawings, maps, correspondence, and memorandums concerning special traffic engineering projects (i.e., Transportation Improvement Program (TIP) projects and Access Review projects).	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	10/1/2000	12/1/2017	Traffic Congestion and Engineering Operations	Design Review Group

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
AREAWIDE PLAN DATA FILE	NONE	NONE	NONE	MSTA	25589	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Record copies of capacity calculations, signal inventory, parking inventories, street inventories, and other documents necessary for preparation of area wide TOPICS plans. Used for both reference and backup information and in the evaluation of individual	Record copies of capacity calculations, signal inventory, parking inventories, street inventories, and other documents necessary for preparation of area wide TOPICS plans. Used for both reference and backup information and in the evaluation of individual	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
CONSULTANT LITERATURE FILE	NONE	NONE	NONE	MSTA	25590	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Reference file containing material on consultant firms. Includes brochures, resumes of consultant firm staff, and some correspondence concerning contracts.	Reference file containing material on consultant firms. Includes brochures, resumes of consultant firm staff, and some correspondence concerning contracts.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
CONSULTANT STUDIES FILE	NONE	NONE	NONE	MSTA	25591	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Record copies of final consultant reports or plans for Traffic Operation Projects to Improve Capacity and Safety (TOPICS) projects. Includes studies prepared on TOPICS projects studies by various consultant firms. Consultant for municipalities includes	Record copies of final consultant reports or plans for Traffic Operation Projects to Improve Capacity and Safety (TOPICS) projects. Includes studies prepared on TOPICS projects studies by various consultant firms. Consultant for municipalities includes	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
MUNICIPAL TRAFFIC ENGINEERING ASSISTANCE MAP AND PHOTO FILE	NONE	NONE	NONE	MSTA	25592	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Record copies of maps and aerial photographs of towns. Copies are included in final reports.	Record copies of maps and aerial photographs of towns. Copies are included in final reports.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
PROJECT INITIATION REPORTS FILE	NONE	NONE	NONE	MSTA	25593	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Extra copies of memorandums from the Traffic Engineering Branch sent to Project Management, Planning Board members, and used for distribution to the municipalities.	Extra copies of memorandums from the Traffic Engineering Branch sent to Project Management, Planning Board members, and used for distribution to the municipalities.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
SIGNAL SYSTEM DOCUMENTATION FILE	NONE	NONE	NONE	MSTA	25594	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Reference file on signal system operations and documentation of system, provided by the contractor. Used for reference and part of permanent record.	Reference file on signal system operations and documentation of system, provided by the contractor. Used for reference and part of permanent record.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
TRAFFIC OPERATION PROJECTS TO IMPROVE CAPACITY AND SAFETY (TOPICS) PLANNING FILE	NONE	NONE	NONE	MSTA	25595	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Record copies of materials concerning TOPICS plan preparation and coordination of planning work with consultant firms, municipalities and the Department of Transportation. Includes correspondence and memorandums of consultants, municipalities and the Depa	Record copies of materials concerning TOPICS plan preparation and coordination of planning work with consultant firms, municipalities and the Department of Transportation. Includes correspondence and memorandums of consultants, municipalities and the Depa	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
CENTRAL PERMIT OFFICE COLLECTIONS AND REPORTS PRINTOUTS FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	31593	225.3	5	3	Destroy in office after 5 years.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Computer generated printouts produced from Annual Permits Database (Electronic) File (Item 37902) and Daily Permits Database (Electronic) File (Item 37904).				Printouts produced from Annual Permits (Electronic) File (Item 37902) and Daily Permits (Electronic) File (Item 37904).	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Overweight Permits	
LOCATIONS INDEX (ELECTRONIC) FILE	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	37864	1022.5	999	50	Retain in office permanently.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					Electronic index concerning geometric and signal designs and/or studies completed at various intersections and other locations along North Carolina roadways. Electronic file includes description of each location; route numbers; names of counties, cities, d	includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active	1/14/2002	12/1/2017	ITS & Signals	Signals & Geometrics
LOCATIONS INDEX (PRINTOUTS) FILE	Agency Management	Information Management	Reference Files	S&G	37865	125.R	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy					Computer generated printouts produced from Locations Index (Electronic) File (Item 37864). Printouts list description of each location, route numbers, location numbers, names of counties and cities, and other related data.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	7/26/1995	12/1/2017	ITS & Signals	Signals & Geometrics

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) CONTRACT HANGING FILE	Agency Management	Information Management	Reference Files	S&G	37867	125.R	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy					Construction plans used to determine type and location of signal designs needed during and after construction. Plans also used for construction revisions. File includes full size copies of construction plans for roads and bridges construction prior to let	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	7/26/1995	12/1/2017	ITS & Signals	Signals & Geometrics
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) CONTRACT SIGNAL INVENTORY FILE	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	37868	1022.S	50	50	Transfer data pertinent to signal designs to Locations File (Item 25547) and original plans to Original Signal and/or Geometric Plans File (Item 25551) after completion of project. Transfer remaining records to the State Records Center when administrative	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					Records concerning signals installed as a part of TIP. File includes correspondence, project schedules, planning board reports, aerial photographs, original plans, bid documents, estimates, and other related records.	includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active	7/26/1995	12/1/2017	ITS & Signals	Signals & Geometrics
ANNUAL PERMITS (ELECTRONIC) FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	37902	225.3	999	3	Retain in office permanently.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Machine readable records concerning Annual Permits issued for OSOW loads. Electronic file includes names of persons and/or companies, dates of issuance, dates of renewal, specific routes of travel, and other related data.				Electronic data records concerning Annual Permits issued for oversize and/or overweight loads. File includes data fields consisting of names of persons and/or companies, dates of issuance, dates of renewal, specific routes of travel, and other related data	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
DAILY PERMITS FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	37903	225.3	0	3	Destroy in office after 3 months.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Facsimile copies of single trip permit applications or OSOW loads received from the trucking industry on a daily basis. File includes names of persons, companies, permit #'s, routes of travel, dimensions and weight of load, and other related data.				Copies of single trip permit applications issued for oversize and/or overweight loads received from the trucking industry on a daily basis. File includes names of persons and/or companies, routes of travel, dimensions and weight of load, and other related	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
DAILY PERMITS (ELECTRONIC) FILE	Asset Management	Property, Facility, Equipment, and Supplies Management	Permits	OSOW	37904	225.3	999	3	Retain in office permanently.	RETAIN UNTIL: Expiration PLUS: 3 years THEN: Destroy	Machine readable records concerning single trip permits issued for OSOW loads. Electronic file includes names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of load, and other related data. Electronic database systems				Electronic data records concerning single trip permits issued for oversize and/or overweight loads. File includes data fields consisting of names of persons and/or companies, permit numbers, routes of travel, dimensions and weight of load, and other relat	records conferring permission to use State property or facilities (including timber harvests); includes applications, permits, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
TRAFFIC ELECTRONIC CENTER (TEC) DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Infrastructure Maintenance Records	SM	38024	1036.4	5	4	Update in office routinely. Destroy in office after 5 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 resoluti	RETAIN UNTIL: Complete PLUS: 4 years THEN: Destroy				Electronic records concerning repairs performed on signal equipment by Traffic Electronic Repair Center. Electronic file includes dates equipment received and returned, diagnosis, test procedures, parts used, and other related data. (File maintenance and	includes roadside maintenance as well as road and rail repairs overseen by the Department of Transportation	Active	8/18/2008	12/1/2017	ITS & Signals	Signals Management	
EQUIPMENT REPAIRS FORMS FILE	Agency Management	Information Management	Reference Files	SM	38025	125.R	50	50	Destroy in office when reference value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy				Computer generated printouts produced from Traffic Electronic Center (TEC) Database (Electronic) File (Item 38024). Printouts list names of technicians, dates equipment received and returned, diagnosis, parts used, and other related data.	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	8/18/2008	12/1/2017	ITS & Signals	Signals Management	
SIGNALS OPTIMIZATION GRANT PROGRAM FILE	NONE	NONE	NONE	SM	38026	99999	0	0	Item discontinued. All records destroyed.	Item discontinued. All records destroyed.					Records concerning grants awarded to Traffic Engineering and Safety Systems Branch to perform statewide signals optimization. File includes contracts, reports to Energy Division, correspondence, invoices for purchased and rented items, and other related r	Records concerning grants awarded to Traffic Engineering and Safety Systems Branch to perform statewide signals optimization. File includes contracts, reports to Energy Division, correspondence, invoices for purchased and rented items, and other related r	Active	8/18/2008	8/18/2008	ITS & Signals	Signals Management

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
PERFORMANCE MANAGEMENT SYSTEM (PMS) FILE	NONE	NONE	NONE	Signing	38027	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Signing
SIGNING PROJECT STATUS (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	Signing	38028	10313.3	25	3	Purge data fields after project construction is completed.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					Machine readable records concerning signing projects assigned to the Signing Section. Electronic file includes dates and detailed notes that are used to check status of projects. (Electronic database systems are maintained by Engineering Automation Branch	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Signing
SIGNING PROJECT STATUS (PRINTOUT) FILE	NONE	NONE	NONE	Signing	38029	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Computer generated printouts produced from Signing Project Status Database (Electronic) File (Item 38028). Printouts list projects assigned to section and project signing needs for monthly production schedules for Department of Correction.	Computer generated printouts produced from Signing Project Status Database (Electronic) File (Item 38028). Printouts list projects assigned to section and project signing needs for monthly production schedules for Department of Correction.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Signing
APPROVED PRODUCTS FILE	Agency Management	Information Management	Reference Files	WZTC	38114	125.R	50	50	Destroy in office when reference value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy					Paper and electronic records concerning pavement marking and/or delineation products that have been tested on construction projects and/or presented to the section. File includes manufacturer's information, outside evaluations, internal reports and evalua	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
PERFORMANCE MANAGEMENT SYSTEM (PMS) FILE	NONE	NONE	NONE	WZTC	38115	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation

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PERSONNEL FILE	NONE	NONE	NONE	WZTC	38116	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning section personnel. File includes applications, resumes, job description, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Records concerning section personnel. File includes applications, resumes, job description, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
PRIVATE ENGINEERING FIRM FILE	Monitoring and Compliance	Accountability and Oversight	Consultant, Contractor, Provider, and Vendor Due Diligence Records	WZTC	38117	1314.2	3	5	Destroy in office 3 years following the final invoice on the final approved plan and when released from all audits, whichever occurs later.	RETAIN UNTIL: Contract expires PLUS: 2 years THEN: Destroy					Records concerning consulting firms that prepare Traffic Control Plans for section review. File includes contracts, agreements, evaluations, and other related records.	records documenting the evaluation of consultants, contractors, providers, and vendors with whom the agency conducts business; includes financial stability, information security risk assessments, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
TRAFFIC CONTROL LIBRARY MATERIALS FILE	NONE	NONE	NONE	WZTC	38118	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning Traffic Engineering functions. File includes reference copies of reports, studies, manuals, booklets, brochures, magazines, and other published materials.	Records concerning Traffic Engineering functions. File includes reference copies of reports, studies, manuals, booklets, brochures, magazines, and other published materials.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
TRAFFIC CONTROL ACTIVE PROJECT FILE	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	WZTC	38119	10313.3	25	3	Transfer to Traffic Control Plans Inactive Project File (Item 3152) after final acceptance of the project.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					Paper and electronic records concerning construction projects assigned to the section. File includes reports created in the Planning and Environmental Branch, reference copies of Design Review recommendations regarding safety of all roadway projects, cop	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
CRASH HISTORY REQUESTS FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	38213	10312.6	3	6	Destroy in office after 3 years.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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 enter	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	

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CRASH HISTORY REQUEST DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	TSSS	38214	99999	3	0	Update in office routinely. Destroy in office after 3 years.	Item discontinued. Function and records transferred to Crash History Requests File (Item 38213).					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	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	Active	2/9/2007	4/10/2015	Traffic Safety	
HIGHWAY SAFETY IMPROVEMENT PROGRAM FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	38216	10312.6	50	6	Destroy in office when administrative value ends.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		Confidentiality 18 USC § 2721, G.S. § 20-43.1			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 Dat	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
HIGHWAY SAFETY IMPROVEMENT DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	38217	10312.6	50	6	Update in office routinely. Destroy in office when administrative value ends.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		Confidentiality 18 USC § 2721, G.S. § 20-43.1			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 o	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
JOB REPORT FORMS FILE	NONE	NONE	NONE	TSSS	38218	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					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.	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.	Active	2/9/2007	2/9/2007	Traffic Safety	

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
RAILROAD CRASH DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	TSSS	38222	99999	0	0	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.					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 generat	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 generat	Active	2/9/2007	2/9/2007	Traffic Safety	
RAILROAD CRASH (PRINTOUTS) FILE	NONE	NONE	NONE	TSSS	38223	99999	0	0	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.					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.	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.	Active	2/9/2007	2/9/2007	Traffic Safety	
TRAFFIC SAFETY SYSTEMS SECTION FILE	Agency Management	Establishing Organizational Structure	Agency Histories	TSSS	38224	111.R	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy					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	routine records documenting the history or development of an agency or programs within the agency	Active	2/9/2007	12/1/2017	Traffic Safety	
TRAFFIC SAFETY SYSTEMS SECTION (ELECTRONIC) DATABASE	NONE	NONE	NONE	TSSS	38225	99999	50	0	Update in office routinely. Destroy in office when administrative value ends.	Item discontinued. Function and records transferred to Traffic Safety Systems Section File (Item 38224).					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 Safet	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 Safet	Active	2/9/2007	4/10/2015	Traffic Safety	
IMMIGRATION FILE	NONE	NONE	NONE	BA	38354	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Records concerning immigration laws. File includes copies of the federal immigration laws and correspondence received from the immigration attorney.	Records concerning immigration laws. File includes copies of the federal immigration laws and correspondence received from the immigration attorney.	Inactive	4/1/2016	4/1/2016	State Traffic Engineer Office	Administrati on

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FIELD INVESTIGATION DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	38398	10312.6	31	6	Update in office routinely. Destroy in office 6 years after investigation becomes completed or closed.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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 Op	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
HAZARD ELIMINATION PROJECT FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	38399	10312.6	6	6	Destroy in office 6 years after completion of project or closing of file.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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) Fi	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
FATAL ACCIDENT STUDIES FILE	NONE	NONE	NONE	TSSS	38400	99999	0	0	Item discontinued. Destroy in office immediately.	Item discontinued. Destroy in office immediately.					Field investigation records of fatal accident sites. File also includes forms which list accident locations, dates of accidents, and recommendation for improvements.	Field investigation records of fatal accident sites. File also includes forms which list accident locations, dates of accidents, and recommendation for improvements.	Active	2/9/2007	2/9/2007	Traffic Safety	
HAZARD ELIMINATION PROJECT DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	38401	10312.6	31	6	Update in office routinely. Destroy in office 6 years after completion of project or closing of file.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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 (Item 38399). (File	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
TRAFFIC ORDINANCES DATABASE (ELECTRONIC) FILE	Legal	Affidavits, Authorizations, and Authentications	Traffic Ordinances	TSIS	38402	1216.3	999	999	Update in office routinely. Retain in office permanently.	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy		No destruction of records may take place if audits or litigation are pending or reasonably anticipated.			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	records promulgated by the Department of Transportation concerning approved statewide traffic ordinances for speed limits, no parking zones, route number changes, bridge weight limits, and other traffic ordinances; includes Certificate of Rulemaking (COR), municipal certificate for traffic ordinance requiring concurrent approval, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
NAMED/MEMORIAL HIGHWAY FACILITIES DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	TSIS	38403	99999	0	0	Item discontinued. Function and records transferred to Board of Transportation Office.	Item discontinued. Function and records transferred to Board of Transportation Office.					Electronic records concerning statewide 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,	Electronic records concerning statewide 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,	Active	2/9/2007	2/9/2007	Traffic Safety	
RAILROAD PROGRAM DEVELOPMENT FILE	NONE	NONE	NONE	TSSS	38404	99999	0	0	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.	Item discontinued. Function and records transferred to Rail Division, Engineering and Safety Branch.					Transportation Improvement Program (TIP) development materials including Railway-Highway Grade Crossing signal worksheets, investigative index listings, and priority ranking.	Transportation Improvement Program (TIP) development materials including Railway-Highway Grade Crossing signal worksheets, investigative index listings, and priority ranking.	Active	2/9/2007	2/9/2007	Traffic Safety	
SPOT SAFETY WORK ORDERS DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	38405	10312.6	31	6	Update in office routinely. Destroy in office 6 years after completion of project.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	

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SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) FILE	Monitoring and Compliance	Authorizing and Licensing	Licenses and Permits	TSIS	38406	1325.A	999	999	Retain in office permanently.	PERMANENT					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	records concerning authorizations that impact the general public, including those for radioactive waste and Superfund sites	Active	2/9/2007	12/1/2017	Traffic Safety	
SURFACE TRANSPORTATION ASSISTANCE ACT (STAA)DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	TSIS	38407	99999	999	0	Update in office routinely. Retain in office permanently.	Item discontinued. Function and records transferred to Surface Transportation Assistance Act (STAA) File (Item 38406).					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 Tr	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 Tr	Active	2/9/2007	4/10/2015	Traffic Safety	
TRAFFIC COUNT FILE	Infrastructure Management	Transportation Management and Safety	Traffic Recorder Counts	TSIS	38408	10311.3	3	3	Destroy in office after 3 years.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					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 Dat	forms collected by the Department of Transportation showing time, county, station number, location, month, readings, count/estimate, and remarks	Active	2/9/2007	12/1/2017	Traffic Safety	
TRAFFIC COUNT DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Traffic Recorder Counts	TSIS	38409	10311.3	3	3	Update in office routinely. Destroy in office after 3 years.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					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 fro	forms collected by the Department of Transportation showing time, county, station number, location, month, readings, count/estimate, and remarks	Active	2/9/2007	12/1/2017	Traffic Safety	
FATAL STUDIES FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	CAP	38499	10312.6	10	6	Destroy in office paper and electronic records after 10 years.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1	Restricted	Kevin Lacy, Terry Hopkins, Tony Wyatt, Kelly Becker, David Phipps	Records in paper and electronic formats concerning field investigations of fatal crash sites. File includes crash locations, dates of crashes, and recommendations used for the site improvements.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	Field Offices Standard

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HAZARD ELIMINATION PROJECTS FILE	NONE	NONE	NONE	CAP	38500	99999	6	0	Destroy in office paper and electronic records 6 years after project is completed or file is closed.	Item discontinued. Function and records transferred to Hazard Elimination Project File (Item 38399).					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.	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.	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard
MUNICIPAL AGREEMENTS FILE	NONE	NONE	NONE	CAP	38501	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).	Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).							Inactive	4/1/2016	4/1/2016	Traffic Field Operations, Investigations, and Support Unit	Area Traffic Engineers
SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) FIELD OFFICE FILE	NONE	NONE	NONE	CAP	38502	99999	999	0	Retain in office permanently.	Item discontinued. Function and records transferred to Surface Transportation Assistance Act (STAA) File (Item 38406).					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 the	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 the	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard
CONGESTION MANAGEMENT PROJECTS (ELECTRONIC) FILE	Agency Management	Information Management	Reference Files	CM	39000	125.R	999	50	Purge data fields when superseded or obsolete.	RETAIN UNTIL: Reference value ends THEN: Destroy					Machine readable records concerning projects assigned to the Access Review Group. Electronic file includes names of requesting agencies, review types, dates and notes concerning requested reviews, and other related data. (Electronic database systems are m	materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Design Review Group
ACCESS REVIEW SPECIAL PROJECTS FILE	NONE	NONE	NONE	CM	39001	99999	0	0	Item discontinued. Function and records transferred to Congestion Management Special Projects File (Item 39008)	Item discontinued. Function and records transferred to Congestion Management Special Projects File.					Records concerning special projects performed by the Access Review Group of the Congestion Management Section. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommenda	Records concerning special projects performed by the Access Review Group of the Congestion Management Section. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommenda	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Design Review Group

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DESIGN REVIEW PAYROLL WORKSHEETS FILE	NONE	NONE	NONE	CM	39002	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Reference copies of worksheets for employees billed working time.	Reference copies of worksheets for employees billed working time.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Design Review Group
MANUALS AND REFERENCE MATERIALS FILE	NONE	NONE	NONE	CM	39003	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Design manuals, publications, and reference materials used by Design Review Group in performance of assigned job functions.	Design manuals, publications, and reference materials used by Design Review Group in performance of assigned job functions.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Design Review Group
PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE	NONE	NONE	NONE	CM	39004	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (File includes current reference copies of PMP. Original PMP is maintained in Traffic Congestion and Engineering Operations Unit Center	Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (File includes current reference copies of PMP. Original PMP is maintained in Traffic Congestion and Engineering Operations Unit Center	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Design Review Group
PERSONNEL FILE	NONE	NONE	NONE	CM	39005	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning section personnel. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Records concerning section personnel. File includes applications, resumes, personnel action forms, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Design Review Group
CONGESTION MANAGEMENT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECTS FILE	Infrastructure Management	Construction Management	State Transportation Projects	CM	39006	1015.3	7	3	Destroy in office 7 years after project is constructed or deleted from the TIP program.	RETAIN UNTIL: Payment of final estimate PLUS: 3 years THEN: Destroy		G.S. § 136.28.5			Records concerning recommendations on Transportation Improvement Program (TIP) projects. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommendations for TIP projects	records concerning roadway, rail, and structure construction and maintenance projects managed by the Department of Transportation; includes contracts (as well as supplemental agreements and subcontract approval forms), design plans, contractor claims, construction site reviews, field books, diaries, permit audit reports, safety-related audits, value engineering studies, geoenvironmental investigation, geotechnical operations records, roadway/structure/waste/borrow/utilities submittals, certified payroll reports, FAP-1 Reports, wage rate	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Design Review Group

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PLAN REVIEW PROJECTS DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	CM	39007	99999	0	0	Item discontinued. Function and records transferred to Congestion Management Projects (Electronic) File (Item 39000)	Item discontinued. Function and records transferred to Congestion Management Projects (Electronic) File.					Machine readable records concerning projects assigned to Plan Review Group. Electronic file includes names of requesting agency, review types, dates and notes concerning requested reviews, and other related data. (Electronic database systems are maintained)	Machine readable records concerning projects assigned to Plan Review Group. Electronic file includes names of requesting agency, review types, dates and notes concerning requested reviews, and other related data. (Electronic database systems are maintained)	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Design Review Group
CONGESTION MANAGEMENT SPECIAL PROJECTS FILE	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	CM	39008	10313.3	7	3	Destroy in office 7 years after Congestion Management work on the project is completed.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					Records concerning special projects performed by the Plan Review Group of the Congestion Management Section. File includes reference copies of correspondence, working papers, support data, analyses, and other related records needed to develop recommendations.	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Design Review Group
ADMINISTRATIVE (ELECTRONIC) DATABASE FILE	NONE	NONE	NONE	MSTA	39009	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Machine readable records concerning the administration and operations of the office. Electronic files on hard drive and magnetic disks include drafts of correspondence, memorandums, statistical reports, management studies, and other related records. (Paper)	Machine readable records concerning the administration and operations of the office. Electronic files on hard drive and magnetic disks include drafts of correspondence, memorandums, statistical reports, management studies, and other related records. (Paper)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
ADMINISTRATIVE FILE	NONE	NONE	NONE	MSTA	39010	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning the administration and operations of the office. File includes reference copies of correspondence, memorandums, statistical reports, management studies, and other related records.	Records concerning the administration and operations of the office. File includes reference copies of correspondence, memorandums, statistical reports, management studies, and other related records.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE	NONE	NONE	NONE	MSTA	39011	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (File includes current or reference copies of PMP. Original PMP is maintained in Traffic Congestion and Engineering Operations Unit, C)	Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (File includes current or reference copies of PMP. Original PMP is maintained in Traffic Congestion and Engineering Operations Unit, C)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group

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MUNICIPAL AND SCHOOL TRANSPORTATION ASSISTANCE PROJECTS (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	MSTA	39012	10313.3	5	3	Purge data fields 5 years after completion of project.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy					Machine readable records concerning Municipal Traffic Engineering Assistance Program and School Traffic Engineering Assistance Program studies. Electronic files include drafts of correspondence, photographs, field data, analysis documentation, original re	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active	4/1/2016	12/1/2017	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
REFERENCE MATERIALS FILE	NONE	NONE	NONE	MSTA	39013	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Reference materials used by Municipal Assistance and Intermodal Management Group in performance of assigned job functions. File includes copies of policies and procedures, manuals, pamphlets, brochures, reports, and other related records.	Reference materials used by Municipal Assistance and Intermodal Management Group in performance of assigned job functions. File includes copies of policies and procedures, manuals, pamphlets, brochures, reports, and other related records.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
SCHOOL TRAFFIC ENGINEERING ASSISTANCE PROGRAM FILE	NONE	NONE	NONE	MSTA	39014	99999	0	0	Item discontinued. Function and records transferred to Municipal and School Transportation Assistance Projects (Electronic) File (Item 39012).	Item discontinued. Function and records transferred to Municipal and School Transportation Assistance Projects (Electronic) File.					Records concerning school traffic engineering studies completed and/or in progress. File includes correspondence, maps, computer printouts, photographs, field data, analysis documentation, original reports, and other related records. Information entered i	Records concerning school traffic engineering studies completed and/or in progress. File includes correspondence, maps, computer printouts, photographs, field data, analysis documentation, original reports, and other related records. Information entered i	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Municipal Assistance and Intermodal Management Group
EVENT TRAFFIC MANAGEMENT PLANS AND SYSTEM OPERATIONS GUIDES DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	ITS	39017	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Machine readable records concerning the control of traffic during extreme conditions (i.e., major traffic during sporting events and hurricane evacuations). Electronic file includes documentation on alternative routes and traffic simulations.	Machine readable records concerning the control of traffic during extreme conditions (i.e., major traffic during sporting events and hurricane evacuations). Electronic file includes documentation on alternative routes and traffic simulations.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Operations Group
EVENT TRAFFIC MANAGEMENT PLANS AND SYSTEM OPERATIONS GUIDES FILE	NONE	NONE	NONE	ITS	39018	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Plans and operational guidelines for control of traffic during extreme conditions (i.e., major traffic during sporting events and hurricane evacuations). File also includes copies of interagency agreements and other related records. Information entered in	Plans and operational guidelines for control of traffic during extreme conditions (i.e., major traffic during sporting events and hurricane evacuations). File also includes copies of interagency agreements and other related records. Information entered in	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Operations Group

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INCIDENT MANAGEMENT MAPS DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	ITS	39019	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Machine readable records concerning detour routes in the event of an incident on the highway system. Electronic file includes names of contact persons and/or agencies, locations, phone numbers, and other related data. (Electronic database systems are main	Machine readable records concerning detour routes in the event of an incident on the highway system. Electronic file includes names of contact persons and/or agencies, locations, phone numbers, and other related data. (Electronic database systems are main	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Operations Group
TRAFFIC OPERATIONS PROJECTS FILE	NONE	NONE	NONE	ITS	39020	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Records concerning feasibility, planning, and/or design of a freeway management system and event traffic management system. File includes one-half (1/2) size Xerox of construction plans, correspondence, design and planning documentation, copies of coopera	Records concerning feasibility, planning, and/or design of a freeway management system and event traffic management system. File includes one-half (1/2) size Xerox of construction plans, correspondence, design and planning documentation, copies of coopera	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Operations Group
TRAFFIC OPERATIONS STUDY DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	ITS	39021	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Machine readable records concerning special projects performed by the Traffic Operations Group. Electronic file includes drafts of correspondence, traffic simulations, air quality simulations, preliminary or functional designs, and other related data. (El	Machine readable records concerning special projects performed by the Traffic Operations Group. Electronic file includes drafts of correspondence, traffic simulations, air quality simulations, preliminary or functional designs, and other related data. (El	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Operations Group
TRAFFIC OPERATIONS STUDY FILE	NONE	NONE	NONE	ITS	39022	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Records concerning special projects performed by the Traffic Operations Group. File includes documentation on improvement of traffic operation for various facilities, project feasibility studies, maps, minutes of meetings, correspondence, and other relate	Records concerning special projects performed by the Traffic Operations Group. File includes documentation on improvement of traffic operation for various facilities, project feasibility studies, maps, minutes of meetings, correspondence, and other relate	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Operations Group
ADMINISTRATIVE CORRESPONDENCE FILE	NONE	NONE	NONE	CM	39101	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning the administrative functions of the unit. File includes reference copies of correspondence, memorandums, telephone bills, minority status reports, expense vouchers, emergency purchase orders, and other related records.	Records concerning the administrative functions of the unit. File includes reference copies of correspondence, memorandums, telephone bills, minority status reports, expense vouchers, emergency purchase orders, and other related records.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administrati

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
FIELD PAYROLL WORKSHEET (FORM FR-01) FILE	NONE	NONE	NONE	CM	39102	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning employee's work time and/or leave time. Worksheets list employees' names, social security numbers, budget subhead codes, county codes, pay periods, overtime status codes, work order/time codes, and other related data. File also includes	Records concerning employee's work time and/or leave time. Worksheets list employees' names, social security numbers, budget subhead codes, county codes, pay periods, overtime status codes, work order/time codes, and other related data. File also includes	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
FIXED ASSET DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	CM	39103	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Machine readable records concerning equipment purchases for the section with cost greater than \$5000.00. Electronic file includes item numbers, description and location of equipment, control numbers, commodity numbers, estimated value of equipment, condit	Machine readable records concerning equipment purchases for the section with cost greater than \$5000.00. Electronic file includes item numbers, description and location of equipment, control numbers, commodity numbers, estimated value of equipment, condit	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
FIXED ASSET INVENTORY FILE	NONE	NONE	NONE	CM	39104	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning equipment purchases for the unit with a cost greater than \$5000.00. File includes fixed asset labels, inventory sheets, memorandums, equipment and fixed asset disposal forms, and other related records. Information entered into Fixed Ass	Records concerning equipment purchases for the unit with a cost greater than \$5000.00. File includes fixed asset labels, inventory sheets, memorandums, equipment and fixed asset disposal forms, and other related records. Information entered into Fixed Ass	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
JOB REPORT (FORM FR 11T) FILE	NONE	NONE	NONE	CM	39105	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Reports used to collect cost accounting information on labor, equipment, materials, and work accomplished. Reports list names of departments and counties where employees and equipment assigned, dates, work order numbers, employees' work time, equipment wo	Reports used to collect cost accounting information on labor, equipment, materials, and work accomplished. Reports list names of departments and counties where employees and equipment assigned, dates, work order numbers, employees' work time, equipment wo	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
JOBS SUMMARY AND PRINTOUTS FILE	NONE	NONE	NONE	CM	39106	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Computer generated printouts prepared by the Fiscal Section. Printouts list names of departments and counties where employees and equipment assigned, work order numbers, employees' work time, equipment work time, and other related data.	Computer generated printouts prepared by the Fiscal Section. Printouts list names of departments and counties where employees and equipment assigned, work order numbers, employees' work time, equipment work time, and other related data.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
PAYROLL DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	CM	39107	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Machine readable records concerning employees' work time and/or leave time. Electronic file includes employees' names, social security numbers, budget subhead codes, county codes, pay periods, overtime status codes, work order/time codes, and other relate	Machine readable records concerning employees' work time and/or leave time. Electronic file includes employees' names, social security numbers, budget subhead codes, county codes, pay periods, overtime status codes, work order/time codes, and other relate	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
PERFORMANCE MANAGEMENT PROGRAM (PMP) FILE	NONE	NONE	NONE	CM	39108	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Records concerning employees' goals and primary tasks. Information is used to evaluate each employee's work performance. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
PURCHASE ORDERS FILE	NONE	NONE	NONE	CM	39109	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning equipment purchases for the unit. File includes reference copies of correspondence, purchase orders, invoices, requisitions for equipment purchases, and other related records.	Records concerning equipment purchases for the unit. File includes reference copies of correspondence, purchase orders, invoices, requisitions for equipment purchases, and other related records.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
REFERENCE MANUALS FILE	NONE	NONE	NONE	CM	39110	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning policies and procedures affecting the Branch. File includes reference copies of Personnel Manual, Field Procedures Manuals, booklets, brochures, and other published materials.	Records concerning policies and procedures affecting the Branch. File includes reference copies of Personnel Manual, Field Procedures Manuals, booklets, brochures, and other published materials.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
SPARTACUS DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	CM	39111	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Machine readable records concerning the Spartacus Management System. Electronic file includes project numbers, work order numbers, hours charged to each project, personnel listings by department, and other related data.	Machine readable records concerning the Spartacus Management System. Electronic file includes project numbers, work order numbers, hours charged to each project, personnel listings by department, and other related data.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
STATE VEHICLES FILE	NONE	NONE	NONE	CM	39112	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning state-owned vehicles assigned to unit. File includes reference copies of travel logs, maintenance records, cost reports, correspondence, and other related records.	Records concerning state-owned vehicles assigned to unit. File includes reference copies of travel logs, maintenance records, cost reports, correspondence, and other related records.	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
WORKER'S COMPENSATION CLAIMS FILE	NONE	NONE	NONE	CM	39113	99999	0	0	Item discontinued. Superseded by the General Schedule for State Agency Records.	Item discontinued. Superseded by the General Schedule for State Agency Records.					Records concerning worker's compensation claims filed by unit personnel. File includes correspondence, accident and medical reports, physician statements, affidavits, medical bills, and other related records. (Portions of file may be considered confidential)	Records concerning worker's compensation claims filed by unit personnel. File includes correspondence, accident and medical reports, physician statements, affidavits, medical bills, and other related records. (Portions of file may be considered confidential)	Active	10/1/2000	10/1/2000	Traffic Congestion and Engineering Operations	Administration
SECURITY BACKUPS (ELECTRONIC) FILE	Information Technology	Data Administration	Records Backup Information	S&G	45971	917.5	50	50	Destroy in office when administrative value ends.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy					Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes log	records documenting regular or essential system backups; includes backup tape inventories and other related records	Active	1/14/2002	12/1/2017	ITS & Signals	Signals & Geometrics
TRAFFIC CONTROL INACTIVE FULL SIZE PLAN FILE	NONE	NONE	NONE	WZTC	47076	99999	0	0	Records no longer being created. Destroy existing records in office immediately.	Records no longer being created. Destroy existing records in office immediately.					Reference copies of full size reproductions plans in paper and electronic format for all accepted construction projects.	Reference copies of full size reproductions plans in paper and electronic format for all accepted construction projects.	Inactive	4/1/2016	4/1/2016	Traffic Congestion and Engineering Operations	Traffic Control Marking and Delineation
ROAD SAFETY AUDITS FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47808	10312.6	10	6	Destroy in office 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.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			Records concerning locations identified for investigation through road safety audits.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
TRAFFIC ENGINEERING ACCIDENT ANALYSIS SYSTEM (TEAAS) PROJECT FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47809	10312.6	50	6	Destroy in office when administrative value ends.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			Records concerning Traffic Engineering Accident Analysis System (TEAAS) projects. File includes project concepts, communications with developer programmers, and initial documents.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
LEGAL REQUEST FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47810	10312.6	10	6	Destroy in office paper and electronic records after 10 years.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		Confidentiality 18 USC § 2721, G.S. § 20-43.1	Restricted	Kevin Lacy, Terry Hopkins, Brian Mayhew, Shawn Troy, Brian Murphy, Carrie Simpson	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.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
ATTORNEY GENERAL WORK PRODUCTS FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47811	10312.6	10	6	Destroy in office paper and electronic records after 10 years.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1	Restricted	Kevin Lacy, Terry Hopkins, Brian Mayhew, Shawn Troy, Brian Murphy, Carrie Simpson	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 r	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
TIME MANAGEMENT SYSTEM DATABASE (ELECTRONIC) FILE	NONE	NONE	NONE	TSIS	47812	99999	50	0	Destroy in office when administrative value ends.	Item discontinued. Superseded by General Schedule for State Agency Records.					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.)	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.)	Active	2/9/2007	4/10/2015	Traffic Safety	

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
SAFETY EVALUATIONS FILE	Infrastructure Management	Transportation Management and Safety	Safety Investigation Records	TSSS	47813	1038.3	10	50	Destroy in office 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.	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy					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, a	records maintained by the Department of Transportation; includes crash reports and other records evaluating cost-benefit of warning devices and other proposed improvements to roads and railroads; also includes requests for speed limits, signs, signals, and route changes	Active	2/9/2007	12/1/2017	Traffic Safety	
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47814	10312.6	3	6	Destroy in office 3 years after final acceptance of project.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		Confidentiality 18 USC § 2721, G.S. § 20-43.1			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.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
HIGH FREQUENCY CRASH LOCATION (HFCL) MAP FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47815	10312.6	3	6	Destroy in office after 3 years.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			High Frequency Crash Location (HFCL) maps that graphically display crashes within a given county.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
PURPOSED SPOT SAFETY PROJECT ANALYSIS FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47816	10312.6	5	6	Destroy in office after 5 years.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy	Change retention schedule?	18 USC § 2721, G.S. § 20-43.1			Records concerning locations proposed 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.	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
FATAL DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Safety Investigation Records	TSSS	47817	1038.3	50	50	Update in office routinely. Destroy in office when administrative value ends.	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			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 b	records maintained by the Department of Transportation; includes crash reports and other records evaluating cost-benefit of warning devices and other proposed improvements to roads and railroads; also includes requests for speed limits, signs, signals, and route changes	Active	2/9/2007	12/1/2017	Traffic Safety	
SPOT SAFETY PROJECT FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSIS	47818	10312.6	6	6	Destroy in office 6 years after completion of project or when file is closed.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy	OLD - "Destroy 6 years after completion of project or closing of file." needs to be fixed in retention schedule...	18 USC § 2721, G.S. § 20-43.1			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 (Electroni	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
INTERSECTION DATABASE (ELECTRONIC) FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	47819	10312.6	50	6	Update in office routinely. Destroy in office when administrative value ends.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		Confidentiality 18 USC § 2721, G.S. § 20-43.1			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 b	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	2/9/2007	12/1/2017	Traffic Safety	
PROJECT PLANS FILE	NONE	NONE	NONE	CAP	47821	99999	50	0	Destroy in office when administrative value ends.	Item discontinued. Superseded by General Schedule for State Agency Records.					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 Mainte	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 Mainte	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard
MAP FILE	NONE	NONE	NONE	CAP	47822	99999	50	0	Destroy in office when administrative value ends.	Item discontinued. Superseded by General Schedule for State Agency Records.					Reference copies of maps obtained from local municipalities. File also includes copies of the Traffic Safety Unit's Annual Average Daily Traffic (AADT) maps.	Reference copies of maps obtained from local municipalities. File also includes copies of the Traffic Safety Unit's Annual Average Daily Traffic (AADT) maps.	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT FIELD OFFICE FILE	NONE	NONE	NONE	CAP	47823	99999	3	0	Destroy in office paper and electronic records 3 years after final acceptance of project.	Item discontinued. Function and records transferred to Transportation Improvement Program (TIP) Project File (Item 47814).					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.	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.	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard
TRAFFIC COUNT REFERENCE FILE	NONE	NONE	NONE	CAP	47824	99999	50	0	Destroy in office paper and electronic records when reference value ends.	Item discontinued. Function and records transferred to Traffic Count File (Item 38408).					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 rela	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 rela	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard
SIGNAL PLAN FILE	NONE	NONE	NONE	CAP	47825	99999	50	0	Destroy in office paper and electronic records when reference value ends.	Item discontinued. Superseded by General Schedule for State Agency Records.					Records in paper and electronic formats concerning reference copies of records concerning signals and traffic systems. File includes plans and other related records.	Records in paper and electronic formats concerning reference copies of records concerning signals and traffic systems. File includes plans and other related records.	Active	2/9/2007	4/10/2015	Traffic Safety	Field Offices Standard
RESURFACING PROJECTS FILE	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	WZTC	48350	10313.3	5	3	Destroy in office 5 years after the award date of the resurfacing project, provided that no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after comple	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy	Records concerning awarded resurfacing projects. File includes reference copies of reports created in the division offices and in the Planning and Environmental Branch; Design Review recommendations regarding the safety of all roadway projects.				Records concerning awarded resurfacing projects. File includes reference copies of reports created by the division offices and in the Planning and Environmental Branch; Design Review recommendations regarding the safety of all roadway projects; copies	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active	9/19/2008	12/1/2017	Work Zone Traffic Control	
Applications and Testing for Pavement Marking Certification File	Monitoring and Compliance	Authorizing and Licensing	Licenses and Permits	Signing	48708	1325.3	3	3	Destroy in office after 3 years.	RETAIN UNTIL: Expiration or renewal PLUS: 3 years THEN: Destroy					records concerning accreditations, licenses, registrations, and permits that must be renewed; includes applications, correspondence, examinations and continuing education credentials, reports, authorizations, background checks, audits, waivers, and other related records		Active	4/1/2016	12/1/2017	N/A	N/A

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DIRECT FAX ACCOUNT INVOICE PAYMENT BY CREDIT CARD FORM FILE	Financial Management	Accounting	Electronic Funds Transfers (EFT)	OSOW	50502	515.5	2	50	Destroy in office after 2 years.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy		G.S. § 132-1.2			File includes request for additional funds to be added to escrow accounts. File also includes account number, names, addresses, credit card numbers, expiration date, phone numbers, amount of funds, including printed Vitalcheck stub, and other related data	includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH); includes direct deposit forms and ACH bank reports	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits	
ESCORT VEHICLE OPERATORS CLASS ROSTERS FILE	Monitoring and Compliance	Authorizing and Licensing	Licenses and Permits	OSOW	50503	1325.3	5	3	Destroy in office after 5 years.	RETAIN UNTIL: Expiration or renewal PLUS: 3 years THEN: Destroy				Records consisting of attendee names, drivers' license numbers, test scores, college location, date, and instructor for the Escort Vehicle Operator Certification Course held at area Community Colleges. (Comply with applicable confidentiality provisions fo	records concerning accreditations, licenses, registrations, and permits that must be renewed; includes applications, correspondence, examination score reports and continuing education credentials, reports, authorizations, audits, waivers, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits		
ESCORT VEHICLE OPERATORS EXPIRED/DECEASED FILE	Monitoring and Compliance	Authorizing and Licensing	Licenses and Permits	OSOW	50504	1325.3	5	3	Destroy in office 5 years after expiration of license or death of driver.	RETAIN UNTIL: Expiration or renewal PLUS: 3 years THEN: Destroy				Records consisting of names, drivers' license numbers, certified drivers' license records, expiration dates, rosters, and all related correspondence. (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. §	records concerning accreditations, licenses, registrations, and permits that must be renewed; includes applications, correspondence, examination score reports and continuing education credentials, reports, authorizations, audits, waivers, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits		
ESCORT VEHICLE OPERATORS NOTIFICATION/ERROR REPORT FILE	Monitoring and Compliance	Authorizing and Licensing	Licenses and Permits	OSOW	50505	1325.3	1	3	Destroy in office after 1 year.	RETAIN UNTIL: Expiration or renewal PLUS: 3 years THEN: Destroy				Records concerning daily operator DMV reports that are printed to Oversize/Overweight printer from the DMV system/mainframe that are required and essential in the processing of the Escort Vehicle Operator Certification Program. Notification Report lists	records concerning accreditations, licenses, registrations, and permits that must be renewed; includes applications, correspondence, examination score reports and continuing education credentials, reports, authorizations, audits, waivers, and other related records	Active	3/31/2015	12/1/2017	Oversize /Overweight Permits		

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
AMERICANS WITH DISABILITIES ACT (ADA) REASONABLE ACCESS REQUESTS	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	50506	10312.6	10	6	Destroy in office after 10 years if no 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.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		18 USC § 2721, G.S. § 20-43.1			Records concerning reasonable access requests from pedestrians with qualifying disabilities under the Americans with Disabilities Act (ADA). File includes correspondence, field investigation notes, and physician certifications of qualifying disabilities. Data is entered into Field Investigation (Electronic) File (Item 38398).	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	4/10/2015	12/1/2017		
HIGHWAY SAFETY IMPROVEMENT PROGRAM DEVELOPMENT FILE	Agency Management	Establishing Organizational Structure	Agency Histories	TSSS	50507	111.R	999	50	Retain in office permanently.	RETAIN UNTIL: Reference value ends THEN: Destroy					Records concerning the history and development of the Highway Safety Improvement Program. File includes documentation, manuals, safety warrants, and safety warrant development. File also includes correspondence, calculations and statistics, graphs, and reference items.	routine records documenting the history or development of an agency or programs within the agency	Active	4/10/2017	12/1/2017	Traffic Safety	
SAFETY PROJECT CRASH ANALYSIS FILE	Infrastructure Management	Transportation Management and Safety	Traffic Safety Project Records	TSSS	50508	10312.6	6	6	Destroy in office 6 years after completion of project or when file is closed.	RETAIN UNTIL: Complete PLUS: 6 years THEN: Destroy		Confidentiality 18 USC § 2721, G.S. § 20-43.1			Records concerning the analysis of proposed Spot Safety, Hazard Elimination, and other safety projects. File includes documentation, correspondence, maps, working papers, and Traffic Engineering Accident Analysis System (TEAAS) reports. File also includes calculations and statistics, graphs, and reference items. (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)	records maintained by the Department of Transportation concerning traffic safety studies such as hazard elimination projects, safety evaluations, crash analyses, and traffic engineering accident analyses; includes project concepts, justification reports, funding requests and authorizations, correspondence, and other related records	Active	4/10/2015	12/1/2017	Traffic Safety	
FEMA Time Sheets	Human Resources	Attendance and Leave	Time Sheets	CM	75500	826.2	50	50	Retain until permission to destroy is obtained from the Financial Management Division (memo dated 12-8-2006).	RETAIN UNTIL: Complete PLUS: 2 years THEN: Destroy		29 CFR 516.6(a)(1)				records concerning daily hours worked; includes time sheets or time cards	Active		12/1/2017		

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
Catalog Cut Yellow Copy	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	SM	86600	10313.3	999	3	Retain permanently - no retention schedule.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy						records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records			12/1/2017		
Project Review (TIP/Developer)	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	SM	86601	10313.3	999	3	Retain permanently - no retention schedule.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy						records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records			12/1/2017		
Special Project - Signals Management	Infrastructure Management	Infrastructure Design and Planning	Design Plans	SM	86602	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics			12/1/2017		
TIP Project - Signals Management	Infrastructure Management	Infrastructure Design and Planning	Design Plans	SM	86603	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics			12/1/2017		
Cabinet Wiring (flat files)	Infrastructure Management	Infrastructure Design and Planning	Design Plans	SM	86604	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics			12/1/2017		
Structures - S&G	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	87700	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active		12/1/2017		
Signal Railroad Preemption	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	87701	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active		12/1/2017		
COST	Infrastructure Management	Infrastructure Design and Planning	Design Plans	S&G	87702	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics	Active		12/1/2017		
TIP Project - ITS	Infrastructure Management	Infrastructure Design and Planning	Design Plans	ITS	88800	1022.S	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics			12/1/2017		

Functional Schedules Crosswalk for File Room Database (Records Retention List)

Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
Municipal Systems	Infrastructure Management	Infrastructure Design and Planning	Design Plans	ITS	88801	1022.5	999	50	Retain permanently - no retention schedule.	RETAIN UNTIL: Superseded/Obsolete THEN: Destroy						includes let plans used for bidding, mix designs for construction materials, and planimetrics			12/1/2017		
Miscellaneous - Administration	Agency Management	Information Management	Reference Files	Admin	99900	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Capital Region	Agency Management	Information Management	Reference Files	CAP	99901	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Congestion	Agency Management	Information Management	Reference Files	CM	99902	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
Miscellaneous - ITS	Agency Management	Information Management	Reference Files	ITS	99903	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Operations & Investigations	Agency Management	Information Management	Reference Files	TOIS	99904	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Process Management	Agency Management	Information Management	Reference Files	PM	99905	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Safety Information	Agency Management	Information Management	Reference Files	TSIS	99906	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
Miscellaneous - Safety Systems	Agency Management	Information Management	Reference Files	TSSS	99907	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Signals & Geometrics	Agency Management	Information Management	Reference Files	S&G	99908	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Signals Management	Agency Management	Information Management	Reference Files	SM	99909	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		
Miscellaneous - Signing	Agency Management	Information Management	Reference Files	Signing	99910	125.R	50	50	Miscellaneous items (copies, not originals) purge when administrative value ends.	RETAIN UNTIL: Reference value ends THEN: Destroy						materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency; subject files containing informational copies of records organized by areas of interest; reference copies of records where another individual or agency is responsible for maintaining the record copy			12/1/2017		

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Category	Functional Schedule	Section	Record Type	Owner	Retention Item (OLD)	Retention Item	Retention Length (OLD)	Retention Length	Disposition (OLD)	Disposition	Comments (OLD)	Comments	Restricted	Access	Category Description (OLD)	Category Description	Status	Schedule Date (OLD)	Schedule Date	Unit (old)	Section (old)
Miscellaneous - Safety Systems	Infrastructure Management	Transportation Management and Safety	Transportation Mobility and Safety Project Records	TSSS	99911	10313.3	999	3	Retain permanently - no retention schedule.	RETAIN UNTIL: Complete PLUS: 3 years THEN: Destroy			Restricted	Kevin Lacy, Terry Hopkins, Tony Wyatt, Meredith McDiarmid	records of the Department of Transportation concerning projects for signs, sign materials, pavement markings, signals, and geometric designs; includes specifications and drawings, correspondence, cost estimates, certificates of conformance, and other related records	Active		12/1/2017			
UNKNOWN	NONE	NONE	NONE	BA	99999	99999	999	0	UNKNOWN	UNKNOWN	UNKNOWN				UNKNOWN (lost file, empty folder, etc.)	UNKNOWN (lost file, empty folder, etc.)	Active	5/21/2015	5/21/2015	N/A	N/A
Personnel File (Amanda? File Room?)	Human Resources	Personnel Management	Personnel File			861.5		5		RETAIN UNTIL: Complete PLUS: 5 years THEN: Destroy					personnel correspondence and memoranda	Active		12/1/2017			