

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
OVERSIZE/OVERWEIGHT PERMITS UNIT**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

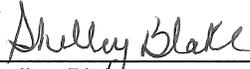
The Department of Transportation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference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

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

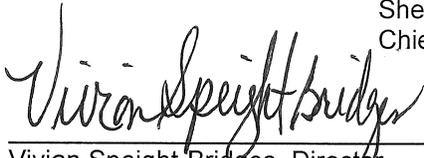
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Shelley Blake
Chief Records Officer



Vivian Speight-Bridges, Director
Oversize/Overweight Permits Unit



J. Kevin Lacy, State Traffic Engineer
Transportation Mobility and Safety Division



Michael L. Holder, Chief Engineer
Division of Highways



Sarah E. Koonts, Director
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APPROVED



Anthony Tata, Secretary
Department of Transportation



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 37902. ANNUAL PERMITS (ELECTRONIC) FILE

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.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 23178. ANNUAL PERMITS FILE

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).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 23180. BRIDGE DATA AND MAPS FILE

Records concerning bridges in North Carolina. File includes maps as well as bridge data sheets by county.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 24128. BRIDGE DATA MEMORANDA FILE

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.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 24129. BRIDGE ORDINANCE FILE

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, names of divisions, names of routes, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 31593. CENTRAL PERMIT OFFICE COLLECTIONS AND REPORTS PRINTOUTS FILE

Printouts produced from Annual Permits (Electronic) File (Item 37902) and Daily Permits (Electronic) File (Item 37904).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 37904. DAILY PERMITS (ELECTRONIC) FILE

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 related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 37903. DAILY PERMITS FILE

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 data. Information entered into Daily Permits (Electronic) File (Item 37904).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 months.

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ITEM 50502. DIRECT FAX ACCOUNT INVOICE PAYMENT BY CREDIT CARD FORM FILE

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.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 23182. DIRECTOR'S CORRESPONDENCE FILE

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 agencies concerning the Permits Unit, various reports, brochures, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 23185. DIVISION PERMIT COLLECTIONS/REPORTS FILE

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.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 50503. ESCORT VEHICLE OPERATORS CLASS ROSTERS FILE

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 for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 50504. ESCORT VEHICLE OPERATORS EXPIRED/DECEASED FILE

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. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration of license or death of driver.

ITEM 50505. ESCORT VEHICLE OPERATORS NOTIFICATION/ERROR REPORT FILE

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 licenses pending expiration, and Error Report list operators with moving violations or expired licenses. File includes names, drivers' license numbers, expiration dates, revoked or expired status, and other related data. (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 23192. PERMIT COUNTS FILE

Monthly listing of permit counts, including distribution of permits issued by type of permit.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 23186. SUPER LOAD PERMITS FILE

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.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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**The following item will be
discontinued.**

ITEM 23184. DAILY PERMITS (PRINTOUTS) 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.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Daily Permits (Electronic) File (Item 37904).