

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION**

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

TRANSPORTATION MOBILITY AND SAFETY DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Natural and 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.

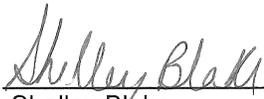
The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "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 Natural and 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 Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires 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 Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

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 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.

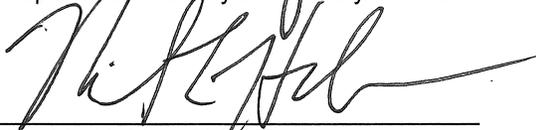
APPROVAL RECOMMENDED



Shelley Blake
Chief Records Officer



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

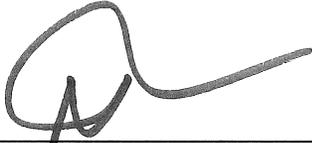


Michael L. Holder, Chief Engineer
Division of Highways

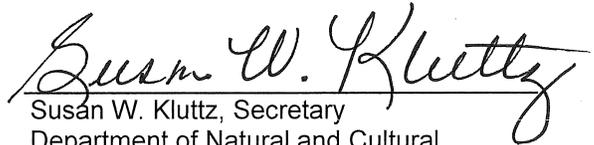


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Nicholas Tennyson, Secretary
Department of Transportation



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
SIGNING AND DELINEATION UNIT
SIGNING SECTION**

ITEM 25561. ACTIVE PROJECTS FILE

Projects let to contract for signs, sign materials, and pavement markings. 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, correspondence between the resident engineer and the paving company concerning testing and approval of sign materials, certificates of conformance of materials shipped to sign companies, cost estimates, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Projects File (Item 25567) when project is completed.

ITEM 25562. ACTIVE PROJECTS PLAN FILE

Documentation and design files for projects under contract.

DISPOSITION INSTRUCTIONS: Transfer to Inactive Projects Plan File (Item 25568) when project is completed.

ITEM 48708. APPLICATIONS AND TESTING FOR PAVEMENT MARKING CERTIFICATION FILE

Records concerning applications and testing records used for pavement marking certification. File includes names, addresses, telephone numbers, driver's license numbers, employment information, photocopies of driver's license or state ID card, and test results. (Comply with applicable provisions of G.S. § 14-113.20 regarding the confidentiality of personal identifying information.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 25567. INACTIVE PROJECTS FILE

Completed project files for contracts for signs, sign materials, and pavement markings.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 25568. INACTIVE PROJECTS PLAN FILE

Documentation and design files for completed projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 25577. UPDATED STANDARD SHEETS FILE

Records concerning sign standards. File includes computer aided design and drafting (CADD) drawings of standards.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 38028. SIGNING PROJECT STATUS (ELECTRONIC) FILE

Electronic records concerning signing projects assigned to the Signing Section. File includes data fields consisting of dates and detailed notes that are used to check status of projects.

DISPOSITION INSTRUCTIONS: Purge data fields after project construction is completed.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
SIGNING AND DELINEATION UNIT
SIGNING SECTION**

**The following 8 records series
are no longer being created.**

ITEM 25565. FULL SCALE PROJECT FILE

Full-size sheets of all signing projects.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 25566. FUTURE PROJECTS FILE

Cost estimates for future projects.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 25569. MINIATURE PROJECTS FILE

Half-size reference copies of signing projects.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 25570. MINIATURE SIGN FILE

Official copies of all 8-1/2 x 11 inch drawings of sign face layouts.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 25571. ORIGINAL COPY SIGN FILE

Computer Aided Drafting and Design (CADD) drawings of highway signs used in North Carolina.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 38029. SIGNING PROJECT STATUS (PRINTOUT) FILE

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.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 25575. WORKING PROJECT PLANS FILE

Current signing plans which includes working plans from the Roadway Design Branch.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 25576. WORKING SIGNING PLANS FILE

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 tabulations of accident data.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
STATE TRAFFIC ENGINEER OFFICE
ADMINISTRATION**

ITEM 3150. ADMINISTRATIVE CORRESPONDENCE FILE

Correspondence of the Manager and Assistant Manager of Traffic Engineering concerning management functions of the division. File also includes policies, procedures, plans and programs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**The following 2 items will be discontinued
or are no longer being created.**

ITEM 25514. BOARD OF TRANSPORTATION FILE

Reference copies of agendas and minutes of meetings.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

ITEM 38354. IMMIGRATION FILE

Records concerning immigration laws. File includes copies of the federal immigration laws and correspondence received from the immigration attorney.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC MANAGEMENT UNIT
CONGESTION MANAGEMENT SECTION**

ITEM 39000. CONGESTION MANAGEMENT PROJECTS (ELECTRONIC) FILE

Electronic records concerning projects assigned to Congestion Management. File includes data fields consisting of names of requesting agencies, review types, dates and notes concerning requested reviews, and other related data.

DISPOSITION INSTRUCTIONS: Purge data fields when superseded or obsolete.

ITEM 25585. CONGESTION MANAGEMENT PROJECT LOCATION MAPS (ELECTRONIC) FILE

Electronic reference copies of project location maps used for reference in processing Congestion Management Special Commercial and Control of Access Permits and Congestion Management Special Projects.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 3154. CONGESTION MANAGEMENT SPECIAL COMMERCIAL (SC) & CONTROL OF ACCESS (CA) PERMITS PROJECTS FILE

Records concerning requests from developers or others seeking permits to build driveways and street connections onto the State Highway System. File includes correspondence, blueprints, working drawings, support data, capacity analyses concerning recommendations, and other related records. File also includes records concerning right-of-way disposal and control of access requests. Data is entered into the Congestion Management Projects (Electronic) File (Item 39000).

DISPOSITION INSTRUCTIONS: 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.

ITEM 39008. CONGESTION MANAGEMENT SPECIAL PROJECTS FILE

Records concerning special projects performed by Congestion Management. File includes correspondence, working papers, support data, analyses, and other related records needed to develop recommendations.

DISPOSITION INSTRUCTIONS: Destroy in office 7 years after Congestion Management work on the project is completed.

ITEM 39006. CONGESTION MANAGEMENT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECTS FILE

Records concerning recommendations on Transportation Improvement Program (TIP) projects. File includes correspondence, working papers, support data, analyses, and other related records needed to develop recommendations for TIP projects. Data is entered into the Congestion Management Projects (Electronic) File (Item 39000).

DISPOSITION INSTRUCTIONS: Destroy in office 7 years after project is constructed or deleted from the TIP program.

**DEPARTMENT OF TRANSPORTATION
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TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC MANAGEMENT UNIT
CONGESTION MANAGEMENT SECTION**

The following 3 items will be discontinued.

ITEM 39001. ACCESS REVIEW 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 recommendations. Information entered into Access Review Projects Database (Electronic) File (Item 39000).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Congestion Management Special Projects File (Item 39008).

ITEM 39007. PLAN REVIEW PROJECTS DATABASE (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 by the Plan Review Group, Design Review Group.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Congestion Management Projects (Electronic) File (Item 39000).

ITEM 25535. THOROUGHFARE PLANS FILE

Reference copies of thoroughfare plans and maps for counties and municipalities across the state.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC MANAGEMENT UNIT
MUNICIPAL AND SCHOOL TRANSPORTATION ASSISTANCE SECTION**

**ITEM 39012. MUNICIPAL AND SCHOOL TRANSPORTATION ASSISTANCE PROJECTS
(ELECTRONIC) FILE**

Electronic records concerning Municipal and School Transportation Assistance studies. File includes data fields consisting of drafts of correspondence, photographs, field data, analysis documentation, original reports, computer-aided design and drafting and design (CADD) drawings, and other related records.

DISPOSITION INSTRUCTIONS: Purge data fields 5 years after completion of project.

The following 2 items will be discontinued.

ITEM 25550. MUNICIPAL TRAFFIC ENGINEERING ASSISTANCE PROGRAM (MTEAP) FILE

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 related records. Information entered into Projects (Electronic) File (Item 39012).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Municipal and School Transportation Assistance Projects (Electronic) File (Item 39012).

ITEM 39014. SCHOOL TRAFFIC ENGINEERING ASSISTANCE PROGRAM 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 into Projects (Electronic) Database File (Item 39012).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Municipal and School Transportation Assistance Projects (Electronic) File (Item 39012).

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC MANAGEMENT UNIT
WORK ZONE TRAFFIC CONTROL SECTION**

ITEM 38114. APPROVED PRODUCTS FILE

Records concerning products that have been tested on construction projects and/or presented to the section. File includes manufacturer's information, outside evaluations, internal reports and evaluations on traffic control, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 38117. PRIVATE ENGINEERING FIRM FILE

Records concerning consulting firms that prepare Traffic Control Plans for review. File includes contracts, agreements, evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years following the final invoice on the final approved plan and when released from all audits, whichever occurs later.

ITEM 38119. TRAFFIC CONTROL ACTIVE PROJECT FILE

Records concerning construction projects assigned to the section. File includes for projects under contract reports created in the Planning and Environmental Branch, reference copies of Design Review recommendations regarding safety of all roadway projects, copies of project special provisions and engineer's cost estimate of Traffic Control Plans, and "State of North Carolina - DOT - Proposal of Bids." File also includes correspondence, construction revisions to the plan, news articles, and public information relating to the project.

DISPOSITION INSTRUCTIONS: Transfer to Traffic Control Plans Inactive Project File (Item 3152) after final acceptance of the project.

ITEM 3152. TRAFFIC CONTROL INACTIVE PROJECT FILE

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 of project special provisions and engineer's cost estimate of Traffic Control Plans, and "State of North Carolina - DOT - Proposal of Bids" for projects that have been accepted. File also includes correspondence, news articles, and public information relating to the project.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after final project acceptance.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC MANAGEMENT UNIT
WORK ZONE TRAFFIC CONTROL SECTION**

**The following records series
are no longer being created or are discontinued.**

ITEM 47076. TRAFFIC CONTROL INACTIVE FULL SIZE PLAN FILE

Reference copies of full size reproductions plans in paper and electronic format for all accepted construction projects.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 38118. TRAFFIC CONTROL LIBRARY MATERIALS FILE

Records concerning Traffic Engineering functions. File includes reference copies of reports, studies, manuals, booklets, brochures, magazines, and other published materials.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

ITEM 3153. TRAFFIC CONTROL PLAN INACTIVE HALF-SIZE PLAN FILE

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.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT
TRAFFIC OPERATIONS GROUP**

ITEM 39017. EVENT TRAFFIC MANAGEMENT PLANS AND SYSTEM OPERATIONS GUIDES DATABASE (ELECTRONIC) FILE

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.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 39018. EVENT TRAFFIC MANAGEMENT PLANS AND SYSTEM OPERATIONS GUIDES FILE

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 into Event Traffic Management Plans and Systems Operations Guides Database (Electronic) File (Item 39017).

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 39019. INCIDENT MANAGEMENT MAPS DATABASE (ELECTRONIC) FILE

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 maintained by Engineering Automation.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 39020. TRAFFIC OPERATIONS PROJECTS FILE

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 cooperation plans at time of project acceptance, and other related records.

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

ITEM 39021. TRAFFIC OPERATIONS STUDY DATABASE (ELECTRONIC) FILE

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. (Electronic database systems are maintained by Engineering Automation.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT
TRAFFIC OPERATIONS GROUP**

ITEM 39022. TRAFFIC OPERATIONS STUDY FILE

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 related records. Information entered into Traffic Operations Study Database (Electronic) File (Item 39021).

DISPOSITION INSTRUCTIONS: Records no longer being created. Destroy existing records in office immediately.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC FIELD OPERATIONS, INVESTIGATIONS, AND SUPPORT UNIT
AREA TRAFFIC ENGINEERS**

ITEM 38501. MUNICIPAL AGREEMENTS FILE

Reference copies of agreements between state and municipalities concerning construction projects.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Reference File).

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRANSPORTATION MOBILITY AND SAFETY DIVISION
TRAFFIC FIELD OPERATIONS, INVESTIGATIONS, AND SUPPORT UNIT
TRAFFIC FIELD SUPPORT SECTION**

ITEM 25531. MUNICIPAL MAINTENANCE AGREEMENTS FOR TRAFFIC CONTROL DEVICES FILE

Record copies of agreements between the state and municipalities for payment for signs, pavement markings, and electronic control devices.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records (Contracts, Agreements, and Leases File).

**DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
TRAFFIC SAFETY SYSTEMS AND MANAGEMENT UNIT
HIGHWAY SAFETY PLANNING AND ANALYSIS SECTION**

ITEM 25509. RAILROAD CROSSING SIGHT DISTANCE FILE

Record copies of sight distance surveys including measurements of site and drivers line of sight of all non-signalized public grade crossings in North Carolina. Includes sketches and photographs of each location.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.