

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

TRAFFIC SAFETY UNIT

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.

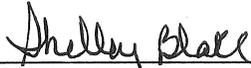
The Department of Transportation and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference 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



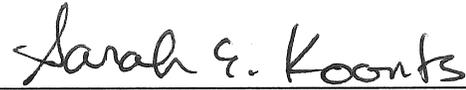
Terry M. Hopkins, PE
Traffic Safety Unit



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



Michael L. Holder, Chief Engineer
Division of Highways

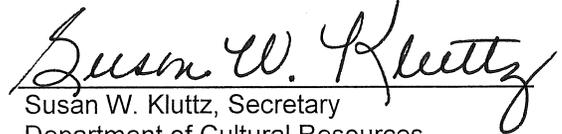


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Anthony Tata, Secretary
Department of Transportation



Susan W. Kluttz, Secretary
Department of Cultural Resources

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

ITEM 50506. AMERICANS WITH DISABILITIES ACT (ADA) REASONABLE ACCESS REQUESTS

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).

DISPOSITION INSTRUCTIONS: 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.

ITEM 47811. ATTORNEY GENERAL WORK PRODUCTS FILE

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 results, and other related records. (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 10 years.

ITEM 25528. CLOSED FIELD INVESTIGATION FILE

Records concerning completed or closed field investigations. File includes correspondence along with requests for speed limits, signs, signals, and route changes and other related records. Data is entered into Field Investigation (Electronic) File (Item 38398).

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after investigation is closed.

ITEM 25496. COLLISION REPORT FILE

Reference copies of microfilm of Division of Motor Vehicles traffic collision reports (Form DMV-349) completed by law enforcement officers investigating motor vehicles crashes. (Microfilm was last produced in 1999.)

DISPOSITION INSTRUCTIONS: Records no longer being created. Records dated 1990-1999 transferred to Division of Motor Vehicles. Destroy in office all remaining records when reference value ends.

ITEM 38213. CRASH HISTORY REQUESTS FILE

Records concerning 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. (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 3 years.

ITEM 25505. FATAL CRASH CARD FILE

Records concerning motor vehicle accidents resulting in fatalities. File includes cards entitled "Report of Fatal Accidents," paper records about fatal crashes received from Division of Motor Vehicles. (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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

ITEM 47817. FATAL CRASHES (ELECTRONIC) FILE

Electronic data records concerning fatal crashes in North Carolina. File includes data fields consisting of deceased name, age, and address, location and time of crash, cause, alcohol involvement, seat belt usage, description of crash, and other related records. Some data is entered into this database from the Department of Public Safety, Law Enforcement Division, State Highway Patrol.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 38499. FATAL STUDIES FILE

Records in paper and electronic formats concerning field investigations of fatal crash sites. File includes crash locations, dates of crashes, and recommendations used for site improvements. (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 10 years.

ITEM 38398. FIELD INVESTIGATION (ELECTRONIC) FILE

Electronic data records concerning field investigations. File includes data fields consisting of lists of file numbers, site locations, descriptions of requests, names of requesters, status of investigations, and other related data. Data is entered into this database from Open Field Investigation File (Item 25523) and Closed Field Investigation File (Item 25528).

DISPOSITION INSTRUCTIONS: Purge data fields 6 years after investigation is closed.

ITEM 38401. HAZARD ELIMINATION PROJECT (ELECTRONIC) FILE

Electronic data records concerning Federal Aid Safety projects. File includes data fields consisting of source of funding, project descriptions, status of projects, and other related data. Data is entered into this database from Hazard Elimination Project File (Item 38399).

DISPOSITION INSTRUCTIONS: Purge data fields 6 years after completion of project.

ITEM 38399. HAZARD ELIMINATION PROJECT FILE

Records concerning Federal Aid Safety projects. File includes project justification reports, funding authorizations and requests, project correspondence, and other related records. (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after completion of project or closing of file.

ITEM 47815. HIGH FREQUENCY CRASH LOCATION (HFCL) MAP FILE

Records concerning geographic locations in the Department of Transportation (DOT) system that have greater incidence of motor vehicle accidents. File includes High Frequency Crash Location (HFCL) maps that graphically display crashes within a given county.

DISPOSITION INSTRUCTIONS: Purge data fields after 3 years.

ITEM 50507. HIGHWAY SAFETY IMPROVEMENT PROGRAM DEVELOPMENT FILE

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.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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

ITEM 38217. HIGHWAY SAFETY IMPROVEMENT PROGRAM (ELECTRONIC) FILE

Electronic data records concerning locations in North Carolina identified as potentially hazardous by the Highway Safety Improvement Program. File includes data fields consisting of date of investigations, year location was on the program, type of recommendations, date of completion, and source of funding. Data is entered into database from Highway Safety Improvement Program File (Item 38216).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 38216. HIGHWAY SAFETY IMPROVEMENT PROGRAM FILE

Records concerning locations identified as potentially hazardous by the Annual Highway Safety Improvements Program. File includes correspondence, memoranda, reports, and other related records. Data is entered into Highway Safety Improvement Program (Electronic) File (Item 38217). (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 10 years.

ITEM 47819. INTERSECTION (ELECTRONIC) FILE

Electronic data records concerning intersections across the state. File includes data fields consisting of intersection locations, route combinations, traffic control data, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 47810. LEGAL REQUEST FILE

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. (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 10 years.

ITEM 25523. OPEN FIELD INVESTIGATION FILE

Records concerning current or open field investigations. File includes correspondence as well as requests for speed limits, signs, signals, and route changes and other related records. Data is entered into Field Investigation (Electronic) File (Item 38398).

DISPOSITION INSTRUCTIONS: Transfer to Closed Field Investigation File (Item 25528) when investigation is completed.

ITEM 47816. PURPOSED SPOT SAFETY PROJECT ANALYSIS FILE

Records concerning locations purposed for Spot Safety Project funds. File includes crash analyses, maps, and five-year Traffic Engineering Accident Analysis System (TEAAS) study for safety impacts of Spot Safety Projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 47808. ROAD SAFETY AUDITS FILE

Records concerning locations identified for investigation through road safety audits. File includes working papers, maps, crash analysis reports and results, and other related records. (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 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.

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

ITEM 47813. SAFETY EVALUATIONS FILE

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, and other related records.

DISPOSITION INSTRUCTIONS: 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.

ITEM 25522. SAFETY PROGRAM FILE

Records in paper and electronic formats concerning high frequency crash locations. File includes correspondence, memoranda, reports, and other related records. (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after file is closed.

ITEM 50508. SAFETY PROJECT CRASH ANALYSIS FILE

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.)

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after completion of project or when file is closed.

ITEM 25537. SPOT SAFETY "ON HOLD" FILE

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 (Electronic) File (Item 38405). (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Transfer to Spot Safety Project File (Item 47818) when funded by the Board of Transportation.

ITEM 47818. SPOT SAFETY PROJECT FILE

Records concerning Spot Safety projects. File includes project justification reports, funding authorizations and requests, project correspondence, and other related records. Some information is entered into Spot Safety Work Orders (Electronic) File (Item 38405). (Comply with applicable confidentiality provisions for motor vehicle records in 18 USC § 2721 and G.S. § 20-43.1.)

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after completion of project or when file is closed.

ITEM 38405. SPOT SAFETY WORK ORDERS (ELECTRONIC) FILE

Electronic data records concerning funding for safety improvements. File includes data fields consisting of approved projects and proposed projects, file numbers, site locations, descriptions of improvements, costs, and other related data. Data is entered into this database by field personnel and may contain information included in Spot Safety "On Hold" File (Item 25537) and Spot Safety Project File (Item 47818).

DISPOSITION INSTRUCTIONS: Purge data fields 6 years after completion of project.

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

ITEM 38406. SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) FILE

Records concerning truck routing requests. File includes correspondence and field investigation records concerning requests for designated and reasonable access routes for Surface Transportation Assistance Act (STAA) dimensioned vehicles. File also includes approvals/denials, public notifications of requests, and rules and laws pertaining to the STAA program.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 38409. TRAFFIC COUNT (ELECTRONIC) FILE

Electronic data records concerning traffic counts submitted by private engineering firms (PEF). File includes data fields consisting of names of firms, requested dates, receipt dates, location descriptions, fees, and other related data. Data is entered into this database from Traffic Count File (Item 38408).

DISPOSITION INSTRUCTIONS: Purge data fields 3 years after date of entry.

ITEM 38408. TRAFFIC COUNT FILE

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 (Electronic) File (Item 38409).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 47809. TRAFFIC ENGINEERING ACCIDENT ANALYSIS SYSTEM (TEAAS) PROJECT FILE

Records concerning Traffic Engineering Accident Analysis System (TEAAS) projects. File includes project concepts, communications with developer programmers, and initial documents.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 38402. TRAFFIC ORDINANCES (ELECTRONIC) FILE

Electronic data records concerning statewide highway traffic ordinances. File includes data fields consisting of ordinance numbers, descriptions, milepost locations, lengths, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 25526. TRAFFIC ORDINANCES FILE

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 certificate for traffic ordinance requiring concurrent approval, and other related records required for legal traffic ordinance.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 38224. TRAFFIC SAFETY SYSTEMS SECTION FILE

Records concerning the operational functions of the unit. File includes correspondence, memoranda, policy and procedure guidelines, statistical reports, legal opinions, publications, and management studies.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 47814. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT FILE

Records concerning analyses and recommendations completed for active Transportation Improvement Program (TIP) projects. File includes crash analyses, traffic safety analyses (TSA), maps, correspondence, environment records, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after final acceptance of project.

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

All items following are discontinued.

ITEM 38214. CRASH HISTORY REQUESTS (ELECTRONIC) FILE

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 related records. Data is entered into this database from Crash History Request File (Item 38213) and formerly from Collision Diagram Drawings File (Item 25501).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Crash History Requests File (Item 38213).

ITEM 25525. DRAFT HIGHWAY TRAFFIC ORDINANCES FILE

Records in paper and electronic formats concerning drafts of traffic control ordinances and reference copies of enacted ordinances.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Traffic Ordinances File (Item 25526).

ITEM 25520. FIELD INVESTIGATION FILE

Records concerning field investigations. File includes Spot Safety Project records, correspondence, traffic counts, requests for speed limit signs, signals, route changes, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Open Field Investigation File (Item 25523).

ITEM 38500. HAZARD ELIMINATION PROJECTS FILE

Records in paper and electronic formats concerning federal aid safety projects, including candidate projects. File includes project justification reports, correspondence, project authorization, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Hazard Elimination Project File (Item 38399).

ITEM 25512. MAP FILE

Records concerning Annual Average Daily Traffic (AADT). File includes updated maps of urban and county traffic volumes prepared from data obtained from local municipalities.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records.

ITEM 47822. MAP FILE

Reference copies of maps obtained from local municipalities. File also includes copies of the Traffic Safety Unit's Annual Average Daily Traffic (AADT) maps.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records.

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

ITEM 47821. PROJECT PLANS (REFERENCE) FILE

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 Maintenance Unit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records.

ITEM 47825. SIGNAL PLAN (REFERENCE) FILE

Reference copies of records in paper and electronic formats concerning signals and traffic systems. File includes plans and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records.

ITEM 38407. SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) (ELECTRONIC) FILE

Electronic data records concerning requests for designated and reasonable access routes. File includes data fields consisting of site location descriptions, request descriptions, status of requests, and other related data. Data is entered into this database from Surface Transportation Assistance Act (STAA) File (Item 38406).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Surface Transportation Assistance Act (STAA) File (Item 38406).

ITEM 38502. SURFACE TRANSPORTATION ASSISTANCE ACT (STAA) FIELD OFFICE FILE

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.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Surface Transportation Assistance Act (STAA) File (Item 38406).

ITEM 47812. TIME MANAGEMENT SYSTEM (ELECTRONIC) FILE

Electronic records concerning individual employee's work history. Data is entered into this database by office staff.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by General Schedule for State Agency Records.

ITEM 47824. TRAFFIC COUNT (REFERENCE) FILE

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 related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Traffic Count File (Item 38408).

ITEM 38225. TRAFFIC SAFETY SYSTEMS SECTION (ELECTRONIC) FILE

Electronic records concerning the operational functions of the section. Electronic file includes drafts of correspondence, memoranda, statistical reports, management studies, and other related data. Data is entered into this database from Traffic Safety Systems Section File (Item 38224).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Traffic Safety Systems Section File (Item 38224).

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

ITEM 47823. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT FIELD OFFICE FILE

Records in paper and electronic formats concerning Transportation Improvement Program (TIP) projects. File includes analyses, recommendations, maps, correspondence, environmental records, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Transportation Improvement Program (TIP) Project File (Item 47814).