

## 10. Infrastructure Management

The function of Infrastructure Management involves the construction of public buildings, roads, and other public works. In North Carolina, this work is largely overseen by the Departments of Administration and Transportation. The State Parks also handle the construction and maintenance of infrastructure on their properties.

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NOTE: General planning records and reports not related to specific construction projects are under AGENCY MANAGEMENT. Facilities management records that are not tied to federal funding programs are under ASSET MANAGEMENT. For grant funds that pass through a state agency, see FINANCIAL MANAGEMENT. For traffic ordinances, deeds, right-of-way claims, encroachments, and other agreements, see LEGAL. For asbestos management plans, see RISK MANAGEMENT.

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Some Infrastructure Management records assess environmental impacts of construction projects, such as National Environmental Policy Act (NEPA)/State Environmental Policy Act (SEPA) Records (RC No. 1026), and therefore, are archival. Many Infrastructure Management records, such as State Transportation Projects (RC No. 1015), are project-based and can be destroyed a set number of years after completion of the project. For this reason, these records should be assigned unique identifiers, so that all related records can be identified and arranged according to the closing date for the project.


These Functional Schedules apply to records in all media, unless otherwise specified. The State Archives of North Carolina recommends that agencies develop a file plan that documents the owners of record copies, internal definitions of reference value, and record formats. (A sample is available on the records management tools page at <https://archives.ncdcr.gov/government/rm-tools>.) Information about the NC Public Records Act, confidentiality, destructions, audits and litigation actions, and electronic records can be found in the overview to the functional scheduling initiative. A key for the Functional Schedule along with definitions of important records management terms can be found in the glossary to this schedule.

## 10.1 Construction Management

*DEFINED: Activities related to the construction of public buildings, roads, and other public works.*

*SEE ALSO: As-built drawings and blueprints for facilities that are used by state agencies but are not state-owned are under ASSET MANAGEMENT, as are maintenance records.*

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RC No.	Record Types	Disposition Instructions	Citation
1011.P 	<p><b>As-Built Drawings – Department of Administration</b></p> <p>As-built drawings collected by the Department of Administration for state-owned facilities; also includes electrical wiring diagrams</p> <p>SEE ALSO: Facility Management Records (ASSET MANAGEMENT)</p>	PERMANENT ©	<p><u>Confidentiality</u></p> <p>G.S. § 132.1-7</p>
1012.100	<p><b>Construction Records (1 of 2) – Department of Administration</b></p> <p>Records concerning repairs, additions, and construction of buildings overseen by the Department of Administration; includes budget requirements, costs, architects’ and engineers’ inspection reports, energy-related data, change orders, specifications with construction contracts, and other related records</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 100 years Ω</p> <p>THEN: Destroy</p>	
1012.S	<p><b>Construction Records (2 of 2)</b></p> <p>Records concerning repairs, additions, and construction of buildings and other public works that are <i>not</i> overseen by the State Construction Office</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated.

∞ See appendix for list of item numbers for records that should transfer to the State Archives.


Ω See appendix for list of item numbers for records that are temporarily stored at the State Records Center prior to destruction.

© See appendix for list of item numbers for records that will be in permanent security storage at the State Records Center.

RC No.	Record Types	Disposition Instructions	Citation
<p><b>1013.3</b></p> 	<p><b>Federal-Aid Transportation Projects</b></p> <p>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 interview forms, Form 1391, inspector daily reports, special provisions, construction revisions, construction contract payment data, correspondence, and other related records</p>	<p>RETAIN UNTIL: Final voucher pay date</p> <p>PLUS: 3 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 136.28.5</p>
<p><b>1014.10-1</b></p>	<p><b>Mitigation Site Records (1 of 2) – Department of Transportation</b></p> <p>Records created by the Department of Transportation concerning on-site or off-site mitigation sites that require post-construction monitoring; includes permits, assessments, maps, field notes, photographs, and other related records</p>	<p>RETAIN UNTIL: Monitoring complete</p> <p>PLUS: 10 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	
<p><b>1014.10-2</b></p>	<p><b>Mitigation Site Records (2 of 2) – Department of Transportation</b></p> <p>Records created by the Department of Transportation concerning project sites that do not require post-construction monitoring; includes permits, assessments, maps, field notes, photographs, and other related records</p>	<p>RETAIN UNTIL: Project complete</p> <p>PLUS: 10 years <a href="#">Ω</a></p> <p>THEN: Destroy</p>	

10.1

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RC No.	Record Types	Disposition Instructions	Citation
<p><b>1015.3</b></p> 	<p><b>State Transportation Projects (1 of 3) – Department of Transportation</b></p> <p>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 interview forms, Form 1391, inspector daily reports, special provisions, construction revisions, construction contract payment data, correspondence, and other related records</p>	<p>RETAIN UNTIL: Payment of final estimate                      PLUS: 3 years <a href="#">Ω</a>                      THEN: Destroy</p>	<p><u>Confidentiality</u>                      G.S. § 136.28.5</p>
<p><b>1015.1</b></p>	<p><b>State Transportation Projects (2 of 3) – Department of Transportation</b></p> <p>Project work books containing general project information for the Department of Transportation</p>	<p>RETAIN UNTIL: Payment of final estimate                      PLUS: 1 year                      THEN: Destroy</p>	
<p><b>1015.&lt;</b></p>	<p><b>State Transportation Projects (3 of 3) – Department of Transportation</b></p> <p>Load tickets submitted to the Department of Transportation as supporting documents for final estimates</p>	<p>RETAIN UNTIL: Payment of final estimate                      PLUS: 90 days                      THEN: Destroy</p>	

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## 10.2 Infrastructure Design and Planning

*DEFINED: Activities related to the design of public buildings and other public works.*

*SEE ALSO: For preconstruction project records for transportation projects, see Construction Management. Environmental impact statements and certifications for laboratories, plants, and technicians are covered under MONITORING AND COMPLIANCE. Due diligence investigations of potential contractors and engineering firms are also covered under MONITORING AND COMPLIANCE. Surplus property that belongs to a state agency is tracked under ASSET MANAGEMENT.*

10.2

RC No.	Record Types	Disposition Instructions	Citation
1021.A	<p><b>Aviation Planning Records – Department of Transportation</b></p> <p>Records compiled by the Department of Transportation concerning aviation studies for NC airports; also includes planning and development records for private and public airports</p>	PERMANENT (archival) ∞	
1022.S	<p><b>Design Plans</b></p> <p>Includes let plans used for bidding, mix designs for construction materials, and planimetrics</p> <p>SEE ALSO: <a href="#">As-Built Drawings</a> (above)</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
1023.3	<p><b>Dropped Projects Records – Department of Transportation</b></p> <p>Records concerning projects that were canceled prior to completion or requested projects that were not undertaken; also includes projects that have either been deferred or deleted by the Department of Transportation</p>	<p>RETAIN UNTIL: Canceled/Rejected</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
1024.P	<p><b>House Moving Records – Department of Transportation</b></p> <p>Records of the Department of Transportation concerning state- and federal-aid projects involving the relocation of dwellings; includes proposals and contracts, powers of attorney, contract bonds, owners’ releases, bid procedures and correspondence, pay orders, move procedures, contract insurance, and payments</p>	PERMANENT	

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RC No.	Record Types	Disposition Instructions	Citation
1025.3	<p><b>Materials Testing Records – Department of Transportation</b></p> <p>Records produced by the Department of Transportation; includes field inspection reports, sample information, and test results</p>	<p>RETAIN UNTIL: Closing of work order</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
1026.P	<p><b>National Environmental Policy Act (NEPA)/State Environmental Policy Act (SEPA) Records (1 of 2) – Department of Transportation</b></p> <p>Records concerning historical Department of Transportation projects or those with a wide-ranging impact; includes public hearing transcripts, environmental impact studies (including categorical exclusions), technical reports, environmental permits, environmental evaluations, and supporting maps and images</p>	<p>PERMANENT (appraisal required) ∞</p>	
1026.3	<p><b>National Environmental Policy Act (NEPA)/State Environmental Policy Act (SEPA) Records (2 of 2) – Department of Transportation</b></p> <p>Records concerning routine Department of Transportation projects</p>	<p>RETAIN UNTIL: Final voucher pay date</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
1027.P	<p><b>Photogrammetric Project Records (1 of 4) – Department of Transportation</b></p> <p>Imagery and associated textual data collected by the Department of Transportation</p>	<p>PERMANENT</p>	
1027.15	<p><b>Photogrammetric Project Records (2 of 4) – Department of Transportation</b></p> <p>Preconstruction mapping by the Department of Transportation</p>	<p>RETAIN UNTIL: Project delivery</p> <p>PLUS: 15 years</p> <p>THEN: Destroy</p>	
1027.10	<p><b>Photogrammetric Project Records (3 of 4) – Department of Transportation</b></p> <p>Records produced by the Department of Transportation in support of transportation projects; includes construction earthwork computations</p>	<p>RETAIN UNTIL: Project delivery</p> <p>PLUS: 10 years</p> <p>THEN: Destroy</p>	

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RC No.	Record Types	Disposition Instructions	Citation
1027.<	<p><b>Photogrammetric Project Records (4 of 4) – Department of Transportation</b></p> <p>Raw data associated with sensor collection by the Department of Transportation; includes imagery data as well as positioning and orientation data</p>	<p>RETAIN UNTIL: Flight complete</p> <p>PLUS: 6 months</p> <p>THEN: Destroy</p>	
1028.3	<p><b>Preconstruction Project Records</b></p> <p>Records concerning construction planning for projects other than roads or transportation infrastructure; includes technical records regarding drainage requirements, erosion and sedimentation control analyses, and documents used to establish the location of corridors and limits of rights-of-way</p> <p>SEE ALSO: <a href="#">Transportation Projects</a> (above)</p>	<p>RETAIN UNTIL: Closing of work order</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
1029.P	<p><b>Surplus Property Records – Department of Transportation</b></p> <p>Records collected by the Department of Transportation concerning the appraisal and acquisition of surplus property acquired in the purchasing of right-of-way parcels; also includes correspondence and reports regarding relocation assistance offered property owners</p> <p>SEE ALSO: Inventory Management Records (ASSET MANAGEMENT)</p>	<p>PERMANENT</p>	
10210.S	<p><b>Surveys and Maps</b></p> <p>Surveys and other maps used for facility design and land acquisition; also includes maps of state-owned corridors, infrastructure, and properties</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
10211.P	<p><b>Utilities Tip Projects Records – Department of Transportation</b></p> <p>Records collected by the Department of Transportation concerning the removal or relocation of utility facilities that conflict with highway construction or improvement; includes reports, requests for authorization, pole data sheets, estimated costs, utility relocation agreements and plans, and correspondence</p>	<p>PERMANENT</p>	

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### 10.3 Transportation Management and Safety

*DEFINED: Activities related to the management of the state’s transportation infrastructure, including efforts to improve safety.*

*SEE ALSO: License plate data captured automatically for law enforcement purposes and collision reports are under LAW ENFORCEMENT. Permits issued by the Department of Transportation (e.g., driver’s license) as well as inspections carried out for evaluating compliance are under MONITORING AND COMPLIANCE.*



10.3

RC No.	Record Types	Disposition Instructions	Citation
1031.P	<p><b>Designations Records (1 of 2) – Department of Transportation</b></p> <p>Records maintained by the Department of Transportation concerning scenic byways and honorary designations for state roads/bridges/ferries; includes approved application forms, maps, photographs, and other related records</p>	PERMANENT	
1031.3	<p><b>Designations Records (2 of 2) – Department of Transportation</b></p> <p>Rejected applications and other related records</p>	<p>RETAIN UNTIL: Rejected</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	
1032.5	<p><b>Dredge Reports – Department of Transportation</b></p> <p>Data fields maintained by the Department of Transportation consisting of names of projects, dates of projects, number of hours worked, lost time, number of tonnage, and other related data</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 5 years</p> <p>THEN: Destroy</p>	
1033.<	<p><b>Incident Management Assistance Records – Department of Transportation</b></p> <p>Includes dispatch information, activity logs, wrecker authorizations, and other related records within the Department of Transportation</p> <p>SEE ALSO: Collision Reports (LAW ENFORCEMENT)</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 30 days</p> <p>THEN: Destroy</p>	


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RC No.	Record Types	Disposition Instructions	Citation
1034.3	<b>Infrastructure Inspection Records (1 of 2)</b> Records concerning post-construction inspections conducted to assess the integrity of infrastructure	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy	
1034.A	<b>Infrastructure Inspection Records (2 of 2) – Department of Transportation</b> Records concerning special structures owned by other state agencies and inspected by the Department of Transportation	PERMANENT (archival) ∞	
1035.P	<b>Infrastructure Inventories – Department of Transportation</b> Records required by the U.S. Department of Transportation; includes infrastructure assets such as railroad crossings, tunnels, and bridges; file also includes digital images	PERMANENT	<u>Authority</u> 23 USC 144 (b) 23 CFR 650.315
1036.4	<b>Infrastructure Maintenance Records – Department of Transportation</b> Includes roadside maintenance as well as road and rail repairs overseen by the Department of Transportation	RETAIN UNTIL: Complete PLUS: 4 years THEN: Destroy	
1037.<	<b>Litter Reports – Department of Transportation</b> Includes reports of littering and formal notifications by the Department of Transportation to motorists who litter	RETAIN UNTIL: Notification THEN: Destroy	
1038.3	<b>Safety Investigation Records – Department of Transportation</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 limit, sign, signal, and route changes	RETAIN UNTIL: Superseded/Obsolete PLUS: 3 years THEN: Destroy	

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RC No.	Record Types	Disposition Instructions	Citation
1039.< 	<p><b>Traffic Cameras and Radio Frequency (RF) Readers – Department of Transportation</b></p> <p>Records collected by the Department of Transportation; includes pictures of license plates, RF data, and footage of major thoroughfares</p> <p>SEE ALSO: Automatic License Plate Reader System (LAW ENFORCEMENT)</p>	<p>RETAIN UNTIL: Created</p> <p>PLUS: 30 days</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>G.S. § 136-89.213(a1)</p>
10310.S	<p><b>Traffic Information – Department of Transportation</b></p> <p>Records distributed by the Department of Transportation via 511 Information Line</p>	<p>RETAIN UNTIL: Superseded/Obsolete</p> <p>THEN: Destroy</p>	
10311.10	<p><b>Traffic Recorder Counts – Department of Transportation</b></p> <p>Forms collected by the Department of Transportation showing time, county, station number, location, month, readings, count/estimate, and remarks</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 10 years</p> <p>THEN: Destroy</p>	
10312.6 	<p><b>Traffic Safety Project Records – Department of Transportation</b></p> <p>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</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 6 years</p> <p>THEN: Destroy</p>	<p><u>Confidentiality</u></p> <p>18 USC § 2721</p> <p>G.S. § 20-43.1</p>
10313.3	<p><b>Transportation Mobility and Safety Project Records – Department of Transportation</b></p> <p>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</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 3 years</p> <p>THEN: Destroy</p>	

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RC No.	Record Types	Disposition Instructions	Citation
<p><b>10314.2</b></p> 	<p><b>United States Coast Guard (USCG) Deck and Engineer’s Logs – Department of Transportation</b></p> <p>Records maintained by the Department of Transportation concerning the operation of state-owned ferries; includes captains’ records of daily activity, traffic transported, number of trips, incidents, and other related records; also includes engineers’ information about start ups, shut downs, and gauge readings</p>	<p>RETAIN UNTIL: Complete</p> <p>PLUS: 2 years</p> <p>THEN: Destroy*</p>	<p><u>Confidentiality/Retention</u></p> <p>33 CFR 104.235 46 CFR 78.37 46 CFR 140.910 46 CFR 185</p>

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## Records That Will Transfer to the State Records Center

The RC No. listed beside each Record Type is found on the Functional Schedule; the Item Number is a tracking number that is used only for records that are stored at the State Records Center.

Appendix

An index or box inventory should accompany any records that transfer to the State Records Center for temporary storage or for eventual transfer to the custody of the Archives.

**1011.P As-Built Drawings:** Transfer paper records to the State Records Center 2 years after completion of project to be microfilmed for permanent security storage. Paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in security storage at the State Records Center. A duplicate copy of the microfilm will be purchased and retained permanently by the agency.

Agency	Series Title	Item Number
Administration, Department of	As-Built Drawings File	34

**1012.100 Construction Records:** Transfer to the State Records Center 2 years after completion (or closing) of project. Records will be held for agency 98 additional years and then destroyed.

Agency	Series Title	Item Number
Administration, Department of	Correspondence File	35

**1013.3 Federal-Aid Transportation Projects:** Transfer to the State Records Center after final voucher payment is received from the Federal Highway Administration. Records will be held for agency 3 additional years and then destroyed.

Agency	Series Title	Item Number
Transportation, Department of	Field Books (Federal-Aid Projects) File	3121
Transportation, Department of	Inactive Federal-Aid Projects (Reports and Correspondence) File	2952
Transportation, Department of	Load Tickets (Federal-Aid Projects) File	3119



**1014.10 Mitigation Site Records:** Transfer to the State Records Center records concerning projects requiring monitoring 5 years after completion of monitoring. Transfer to the State Records Center records concerning projects that do not require monitoring 5 years after project is constructed and accepted. Records will be held for agency 5 additional years and then destroyed.

Agency	Series Title	Item Number
Transportation, Department of	Active Mitigation Projects File	50729
Transportation, Department of	Active Projects File	50730

**1015.3 State Transportation Projects:** Transfer to the State Records Center after final estimate payment to the contractor. Records will be held for agency 3 additional years and then destroyed.

Agency	Series Title	Item Number
Transportation, Department of	Field Books (State Projects) File	3120
Transportation, Department of	Inactive State Projects (Reports and Correspondence) File	2957
Transportation, Department of	Load Tickets (State Projects) File	3118

**1021.A Aviation Planning Records:** Transfer to the State Records Center when superseded or when airport closes. Records will transfer immediately to the custody of the Archives.

Agency	Series Title	Item Number
Transportation, Department of	Airports Planning and Development History File	16410
Transportation, Department of	Division of Aviation Master Plan File	16405
Transportation, Department of	North Carolina State Aviation System Planning File	16404



**1026.P National Environmental Policy Act (NEPA)/State Environmental Policy Act (SEPA) Records:** Transfer environmental impact studies (including categorical exclusions), natural resources technical reports, environmental evaluations, and supporting maps and images to the State Records Center 5 years after the project is let to construction for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Transportation, Department of	Bridge Replacement (B) Program File	46151
Transportation, Department of	Enhancement (E) Program File	46152
Transportation, Department of	Ferry (F) Program File	46154
Transportation, Department of	Highway Hazard and Safety (W) Program File	46155
Transportation, Department of	Interstate (I) Program File	46156
Transportation, Department of	Landscape (K and L) Program File	46157
Transportation, Department of	Passenger Rail (P) Program File	46158
Transportation, Department of	Railway/Highway Crossing (Y and Z) Program File	46159
Transportation, Department of	Rural and Special (R, A, and X) Program File	46160
Transportation, Department of	Urban (U) Program File	46162

**1034.A Infrastructure Inspection Records:** Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Agency	Series Title	Item Number
Transportation, Department of	Special Structures File	25064

