

DEPARTMENT OF INSURANCE  
MANUFACTURED HOUSING/MOBILE HOME DIVISION

Records Retention and Disposition Schedule

The 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

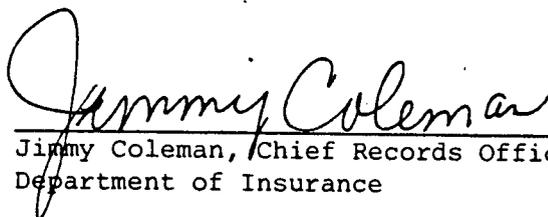
MANUFACTURED HOUSING/MOBILE HOME DIVISION

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 N.C. 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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

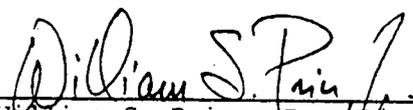
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

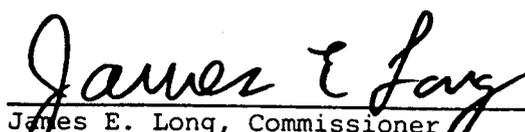
APPROVAL RECOMMENDED

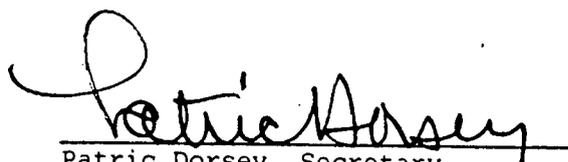
  
Jimmy Coleman, Chief Records Officer  
Department of Insurance

  
Owen K. Tharrington, Director  
Manufactured Housing/Mobile Home Division

  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
James E. Long, Commissioner  
Department of Insurance

  
Patric Dorsey, Secretary  
Department of Cultural Resources

This schedule was modified to  
comply with the provisions of the  
*General Schedule for State Agency Records*,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

April 28, 1989

WCW

**DEPARTMENT OF INSURANCE  
MANUFACTURED HOUSING/MOBILE HOME DIVISION**

**ITEM 24017. OFFICE ADMINISTRATION FILE.**

Records concerning the daily operation of the Manufactured Housing/Mobile Home Division. File includes weekly logs, memorandums, correspondence, information concerning mobile home manufacturers, working files, and other records used to administer division programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 24019. NORTH CAROLINA MANUFACTURED HOUSING BOARD MINUTES FILE.**

Approved minutes of the North Carolina Manufactured Housing Board. (File excludes supporting documents for complaints heard by the North Carolina Manufactured Housing Board which are retained in Complaints File.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference 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. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 24023. LEGAL PROCEEDINGS FILE.**

Records concerning lawsuits filed against mobile home manufacturers.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after case is closed.

**ITEM 24025. CASES FILE.**

Records concerning complaint cases heard by the North Carolina Manufactured Housing Board.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after case is closed 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 24026. MANUFACTURERS IN PLANT AND INSPECTION AGENCY (IPIA) PRODUCTION REPORTS FILE.**

Records concerning the number of homes that manufacturers produce each month. File includes serial numbers, dates built, where shipped, and whether units are single or double-wide.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 24028. LIMITED CERTIFICATES OF COMPLIANCE FILE.**

Certificates issued to mobile home owners which permit the moving of unlabeled mobile homes into the state.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 24029. LIMITED CERTIFICATES OF COMPLIANCE FOR TRANSFER OF OUT-OF-STATE RESIDENT UNITS FILE.**

Certificates issued to mobile home owners which verify the transit resident status of each individual seller. (Certificates also verify that the electrical systems of the mobile homes comply with state regulations for out-of-state resident mobile home owners transferring their mobile homes to North Carolina.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 24030. PLANT OVERSIGHTS FILE.**

Records concerning oversights of mobile home builders. File includes work orders, complaints, and documentation of actions taken.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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**ITEM 24035. RECEIPTS FILE.**

Receipts summarizing number of hours worked by the monitoring team. (Receipts authorize the National Conference on State Building Codes and Standards to issue pay for work performed.)

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 24036. NATIONAL CONFERENCE ON STATE BUILDING CODES AND STANDARDS (NCSBCS) REMITTANCE FILE.**

Records concerning money sent by NCSBCS.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 24037. LICENSING FILE.**

Records concerning the licensing of manufacturers of mobile homes, set-up contractors, and sales personnel. File includes lists of bonds required to be posted and out-of-business information. (Licenses are renewed annually.)

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

**ITEM 24039. TAPES FILE.**

Audio tapes of board hearings.

DISPOSITION INSTRUCTIONS: Erase tapes in office 3 years after the board decisions or orders are issued.