

DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
MOTOR VEHICLES SECTION

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

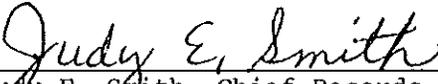
MOTOR VEHICLES SECTION

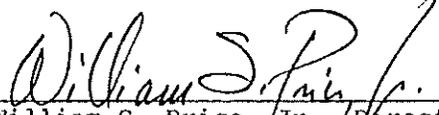
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. 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. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

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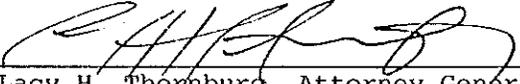
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

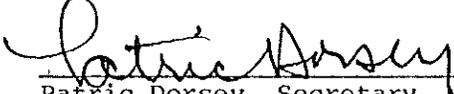
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Judy E. Smith, Chief Records Officer  
Department of Justice

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

APPROVED

  
\_\_\_\_\_  
Lacy H. Thornburg, Attorney General  
Department of Justice

  
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Patric Dorsey, Secretary  
Department of Cultural Resources

November 6, 1989

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.

MCC

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF JUSTICE  
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MOTOR VEHICLES SECTION

Amend the program records retention and disposition schedule approved November 14, 1989, by changing the disposition instructions for the following item 14250 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

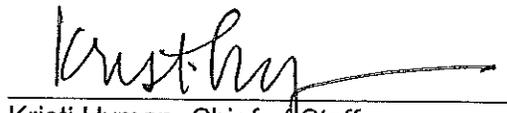
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Scarlett Hargis, Chief Records Officer  
Department of Justice

  
\_\_\_\_\_  
Neil Dalton, Section Chief  
Motor Vehicles Section

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED

  
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Kristi Hyman, Chief of Staff  
Department of Justice

  
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Linda A. Carlisle, Secretary  
Department of Cultural Resources

June 14, 2012

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**DEPARTMENT OF JUSTICE  
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MOTOR VEHICLES SECTION**

**ITEM 14258. INDEXES TO OPINIONS FILE.**

Indexes to opinions written by Division of Motor Vehicles (DMV) attorneys. (Cards are arranged in the following groups: motor vehicles, drivers licenses, and general statutes.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when legal 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.

**ITEM 14259. LEGISLATIVE FILE.**

Legislative materials created or accumulated during the past sessions. File includes drafts of bills, correspondence, and other records used in preparing Division of Motor Vehicles (DMV) legislation. File also includes an index to the records.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

**ITEM 14260. PENDING CRIMINAL BRIEFS CASE FILE.**

Attorneys' records presented to the court by counsel for the state in pending criminal action cases. (These briefs are used to convey to the courts the essential facts of the case.)

DISPOSITION INSTRUCTIONS: Destroy in office active case records when case is closed and research value ends. Transfer remaining records to Closed Criminal Briefs Case File when case is closed.

**ITEM 14261. CLOSED CRIMINAL BRIEFS CASE FILE.**

Attorney's records presented to the court by counsel for the state in closed criminal action cases.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 36797. ATTORNEY GENERAL'S ADVISORY OPINIONS FILE.**

Opinions provided to state or local government officials or their attorneys regarding legal issues significant to the operation or administration of state agencies or local governments. Amended 4-22-94

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central Files Section, Attorney General's Combined Opinions and Correspondence for State Agencies File (Item 2353) when response has been completed.

**ITEM 36798. ATTORNEY GENERAL'S FORMAL OPINIONS FILE.**

Opinions provided to state or local government officials or their attorneys having statewide significance. Amended 4-22-94

DISPOSITION INSTRUCTIONS: Transfer original inquiry and response to the Central Files Section, Attorney General's Combined Opinions and Correspondence for State Agencies File (Item 2353) when response has been completed.

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**ITEM 2366. ADVISORY LETTERS FILE.**

Advisory letters written by the section attorneys to state and local government officials or their attorneys regarding routine legal matters. File includes copies of the requests. Amended 4-22-94

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 14249. PENDING CASES FILE.**

Records concerning each pending case handled by the Attorney General for Division of Motor Vehicles (DMV). Each case file includes all correspondence and legal documents used in preparing and presenting the case.

DISPOSITION INSTRUCTIONS: Transfer to Closed Cases File when case is closed.

**ITEM 14250. CLOSED CASES FILE.**

Records concerning each closed case involving the Division of Motor Vehicles (DMV). File includes records used in preparing, processing, and officially closing each case. Amended 06-14-2012

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 3 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, transfer after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 14251. PENDING COURT CASES ALPHABETICAL CARD FILE.**

Card file concerning each pending case. Information includes number assigned each case and other pertinent information.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14252. CLOSED COURT CASES ALPHABETICAL CARD FILE.**

Card file concerning each closed case. Information includes number assigned each closed case.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14253. COUNTY PENDING CASES FILE.**

Card file concerning each active court case.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14254. COUNTY CLOSED CASES FILE.**

Card file concerning each case that is closed and still maintained in the file.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 14255. NUMERICAL INDEXES TO PENDING COURT CASES FILE.**

Numerical listings by month of all cases opened in section. Information includes number assigned to each case.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 14256. NUMERICAL INDEXES TO CLOSED COURT CASES FILE.**

Monthly numerical listings of all closed cases. Information includes number assigned to each case.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 14257. DIVISION OF MOTOR VEHICLES (DMV) LEGAL SUBJECT FILE.**

Materials collected by the section for reference use. File includes topics concerning legal work performed by the Motor Vehicles Section.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.