

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CITIZEN AFFAIRS SECTION

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

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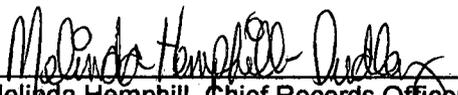
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

The

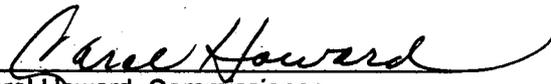
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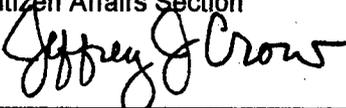
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation

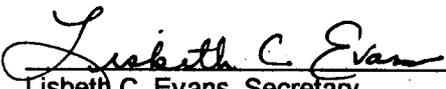

Ethel Keen, Director
Citizen Affairs Section


Carol Howard, Commissioner
Division of Motor Vehicles


Jeffrey J. Crow, Director
Division of Archives and History 

APPROVED


Lyndo Tippet, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 6, 2001

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**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CITIZEN AFFAIRS SECTION**

ITEM 45739. DIRECTOR'S CORRESPONDENCE FILE.

Records in paper and electronic formats concerning correspondence and memorandums written to and received from the Commissioner, section directors within the division, and other state agencies concerning the administration and management of the section. (File maintenance and backup procedures are conducted Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years then transferred to the custody of the Archives. Erase in office electronic records when administrative value ends and after records have been printed.