

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE 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

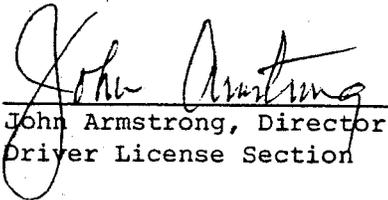
DRIVER LICENSE SECTION

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

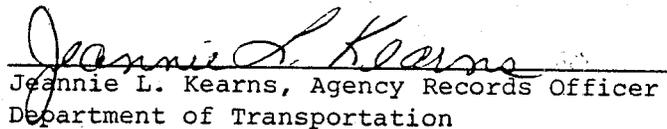
DRIVER LICENSE SECTION

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 This schedule is to remain in effect until superseded.

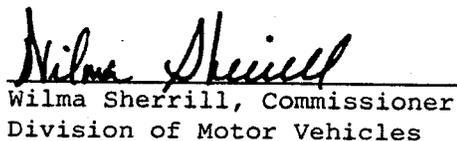
APPROVAL RECOMMENDED



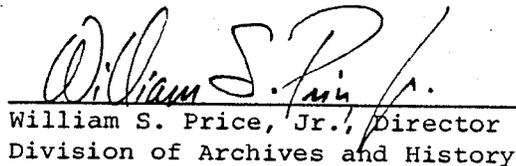
John Armstrong, Director
Driver License Section



Jeannie L. Kearns, Agency Records Officer
Department of Transportation

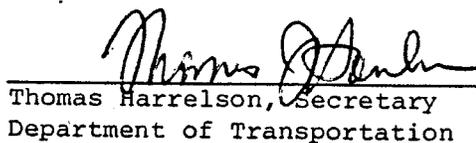


Wilma Sherrill, Commissioner
Division of Motor Vehicles

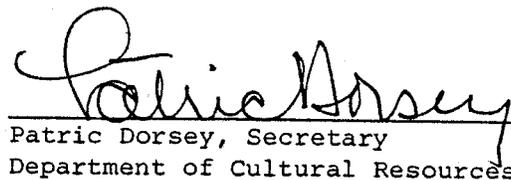


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas Harrelson, Secretary
Department of Transportation



Patricia Dorsey, Secretary
Department of Cultural Resources

May 31, 1991

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

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
ADMINISTRATIVE SERVICES**

ITEM 13517. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence to and from the Director and/or Assistant Director.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
DIRECTOR'S OFFICE**

ITEM 3168. ADMINISTRATIVE CORRESPONDENCE FILE.

Correspondence, memorandums, reports and related records. File includes policy and procedure statements, associations and committees information, speech material, and newspaper clippings.

DISPOSITION INSTRUCTIONS: Transfer 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.

ITEM 13515. RULINGS FILE.

Rulings and opinions of the Attorney General concerning driver license laws. File includes copies of rulings from other states.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 13521. LEGISLATION FILE.

Ratified bills concerning the operation and administration of the Driver License Section.

DISPOSITION INSTRUCTIONS: Destroy in office after recorded in the N.C. General Statutes.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
DRIVER IMPROVEMENT BRANCH**

ITEM 13525. AFFIDAVITS FILE.

Notarized affidavits (Form HP-332) executed by arresting officer and chemical test operator following an individual's refusal to take a breath or blood test.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13527. REQUESTS FOR SERVICE OF ORDER FILE.

Notice (Form DL-45) to process server to serve order of suspension or revocation and collect any license which has not been surrendered.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
FIELD SERVICES BRANCH**

ITEM 13547. CORRESPONDENCE FILE.

Correspondence and memorandums between the Assistant Director and all sections of the Division of Motor Vehicles. File also includes copies of articles and related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13548. FILM ORDER FILE.

Shipping Notices and Receipts (Form A-49) and Requisition for Supplies for Driver License Examiners (Form DL-90).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 13566. PUBLICATION CORRESPONDENCE FILE.

Correspondence, memorandums, and other records concerning publication of driver handbooks, examinations, and other related materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.