

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
DRIVER LICENSE SECTION  
ASSISTANT DIRECTOR OF OPERATIONS  
TRAINING AND EVALUATION UNIT

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

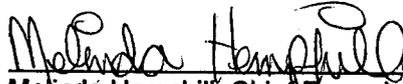
TRAINING AND EVALUATION UNIT

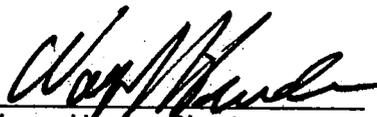
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

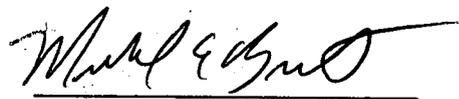
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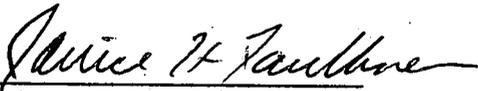
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

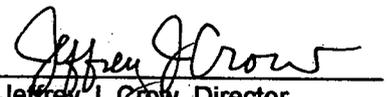
APPROVAL RECOMMENDED

  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

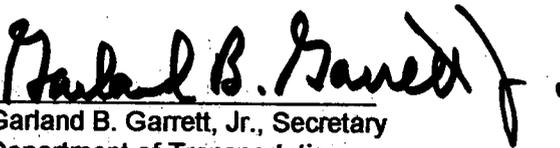
  
Wayne Huder, Director  
Driver License Section

  
Mike Bryant, Assistant Secretary  
of Operations Director

  
Janice H. Faulkner, Commissioner  
Division of Motor Vehicles

  
Jeffrey J. Crow, Director  
Division of Archives and History

APPROVED

  
Garland B. Garrett, Jr., Secretary  
Department of Transportation

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

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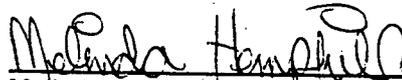
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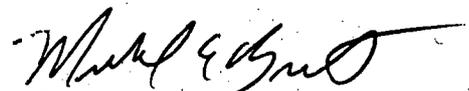
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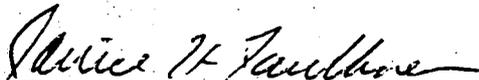
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Melinda Hemphill, Chief Records Officer  
Department of Transportation

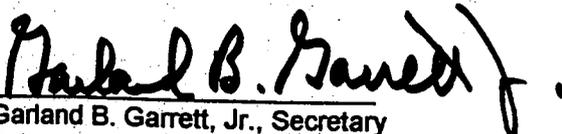
  
Wayne Hurder, Director  
Driver License Section

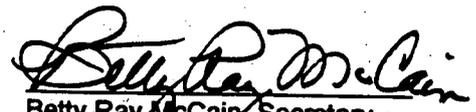
  
Mike Bryant, Assistant Secretary  
of Operations **DIRECTOR**

  
Janice H. Faulkner, Commissioner  
Division of Motor Vehicles

  
Jeffrey J. Crow, Director  
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**APPROVED**

  
Garland B. Garrett, Jr., Secretary  
Department of Transportation

  
Betty Ray McCain, 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.

August 15, 1997

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**DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
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**ITEM 40461. ADMINISTRATIVE CORRESPONDENCE FILE.**

Correspondence and memorandums written to and/or received from the Director, Assistant Director, Supervisors, and Managers of the division. File also includes copies of articles and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 40463. AMERICAN ASSOCIATION OF MOTOR VEHICLES ADMINISTRATORS (AAMVA) QUARTERLY REPORTS FILE.**

Quarterly reports received from AAMVA located in Virginia. Reports list names of commercial drivers who have surpassed the 96 hour window time frame for completing their Change State of Record (CSOR). (CSOR includes driver history). File also includes documentation showing how much in compliance North Carolina was with federal requirements.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 40464. CORRESPONDENCE FILE.**

Correspondence written to and/or received from general public concerning driver licenses programs, policy and procedures, rules and regulations, and other related records. File also includes clearance letters mailed and faxed to clients.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved.

**ITEM 40465. DIVISION OF MOTOR VEHICLES (DMV) EMPLOYEES TRAINING FILE.**

Records concerning DMV employees who attended Basic Examiner Training School. File includes reference copies of test scores, original rosters, training materials, and other related records.

DISPOSITION INSTRUCTIONS: Transfer test scores to agency personnel office to be incorporated into official personnel file after employees complete training. Destroy in office remaining records after 3 years 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 resolution of issues involved.

**ITEM 40466. DUPLICATE REPORTS FILE.**

Reports provided by Management Information System (MIS) concerning commercial drivers which have same social security number as another driver either in state or out of state and showing on the Commercial Driver License Information System (CDLIS).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 40470. 96 HOUR WINDOW FILE.**

Reports provided by the Commercial Driver License Information System (CDLIS) located in Washington. Reports list commercial drivers whose driving history has not been submitted within the required 96 hours.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 40471. NON-STATE EMPLOYEES TRAINING FILE.**

Records concerning training given by Training and Evaluation Unit staff to private, public, and civic organizations. File includes test scores, program rosters, training materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years 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.

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**ITEM 40478. THIRD PARTY TESTER DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning Third Party Tester Program. Electronic file includes documentation on audit findings, names of examiners, contact person, telephone numbers, companies certification numbers, mailing addresses, file numbers, and other related data. (Electronic database systems are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office electronic file after 2 years of inactivity. Agency representative will update periodically.

**ITEM 40479. THIRD PARTY TESTER FILE.**

Records concerning Third Party Tester program. File includes Company Application (CDL-2), Examiner Application (CDL-3), Monthly Report (CDL-6), Agreements (CDL-21), Audit Report (CDL-25), proof of insurance, roster of insured equipment, geographical maps, written summary of road test routes, reference copies of certificates and certification letters, and addendum for testing non-employees. File also includes documentation concerning cancellation of Third Party Tester and other related records. (Information entered into Third Party Tester Database (Electronic) File (Item 40478).

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years 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 40480. TRAINING SCHOOLS FILE.**

Correspondence concerning Recertification Schools and other schools' training programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.