

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
DRIVER LICENSE SECTION  
BUSINESS OFFICE

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

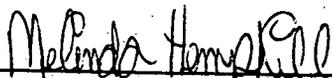
**BUSINESS OFFICE**

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

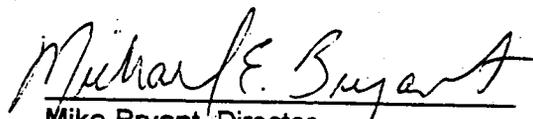
**BUSINESS OFFICE**

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 This schedule is to remain in effect until superseded.

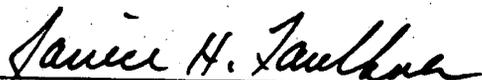
**APPROVAL RECOMMENDED**



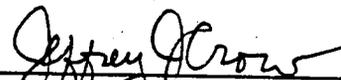
Melinda Hemphill, Chief Records Officer  
Department of Transportation



Mike Bryant, Director  
Administration and Adjudication



Janice H. Faulkner, Commissioner  
Division of Motor Vehicles

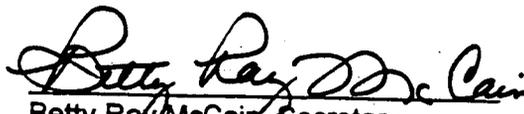


Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



David T. McCoy, Secretary  
Department of Transportation



Betty Ray McCain, Secretary  
Department of Cultural Resources

September 16, 1999

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.

MS

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
DRIVER LICENSE SECTION  
BUSINESS OFFICE**

**ITEM 43678. FICTITIOUS DRIVER LICENSE FILE.**

Requests made by law enforcement agencies for the issuance of fictitious driver's license and registration to be used for the undercover activities of these law enforcement agencies. (Comply with applicable provisions of G.S. 14-250, 20-39, and 114-71.1 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 43682. INDIVIDUAL CLOTHING REQUESTS (DL-91) FILE.**

Requests received from Driver License Examiners for the issuance of uniforms. (Information entered into Uniform Warehouse Database (Electronic) File (Item 43690).)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 43684. LICENSE ISSUANCE DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the issuance of fictitious driver's licenses. Electronic file includes fictitious names, addresses, and date of birth, dates of issuance, expiration dates, and other related data. (Comply with applicable provisions of G.S. 14-250, 20-39, and 114-71.1 regarding confidentiality of records.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when superseded or obsolete.

**ITEM 43690. UNIFORM WAREHOUSE DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning issuance of uniforms to Driver License Examiners. Electronic file includes examiner names, sizes, and dates of issuance, description of items issued, quantity, and other related data. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Erase/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.