

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

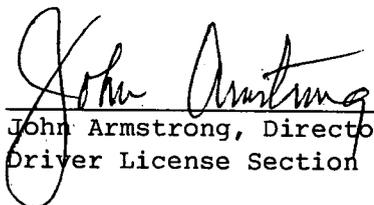
DRIVER LICENSE SECTION

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

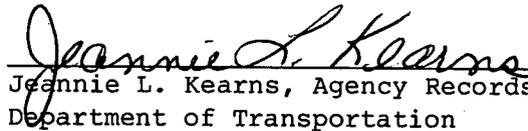
DRIVER LICENSE SECTION

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 This schedule is to remain in effect until superseded.

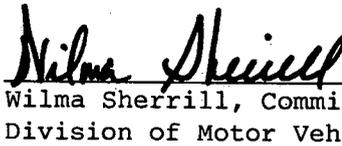
APPROVAL RECOMMENDED



John Armstrong, Director
Driver License Section



Jeannie L. Kearns, Agency Records Officer
Department of Transportation

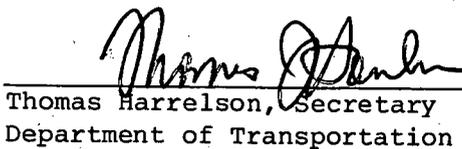


Wilma Sherrill, Commissioner
Division of Motor Vehicles

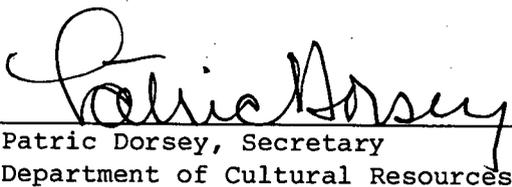


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas Harrelson, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

May 31, 1991

MCC

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION

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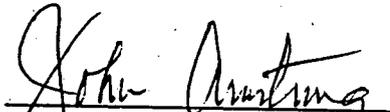
DRIVER LICENSE SECTION

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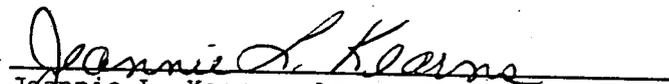
DRIVER LICENSE SECTION

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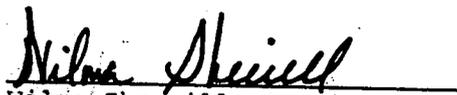
APPROVAL RECOMMENDED



John Armstrong, Director
Driver License Section



Jeannie L. Kearns, Agency Records Officer
Department of Transportation

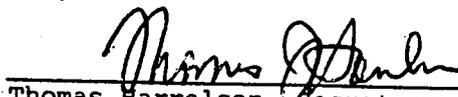


Wilma Sherrill, Commissioner
Division of Motor Vehicles

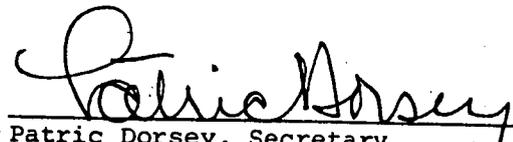


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas Harrelson, Secretary
Department of Transportation



Patric 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.

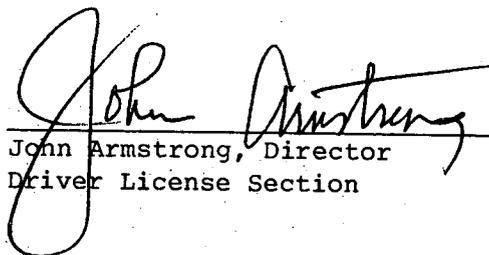
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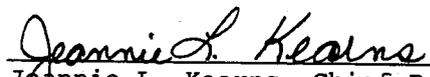
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

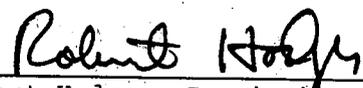
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
DRIVER ASSISTANCE BRANCH

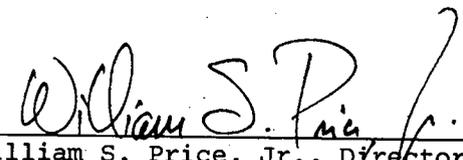
Amend the records retention and disposition schedule approved May 31, 1991 by changing the disposition instructions of Item 13532 as shown on substitute page dated March 31, 1992.

APPROVAL RECOMMENDED

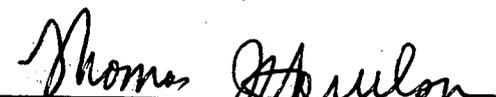

John Armstrong, Director
Driver License Section


Jeannie L. Kearns, Chief Records Officer
Department of Transportation


Robert Hodges, Commissioner
Division of Motor Vehicles


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

APPROVED


Thomas J. Harrison, Secretary
Department of Transportation


Patric Dorsey, Secretary
Department of Cultural Resources

March 31, 1992

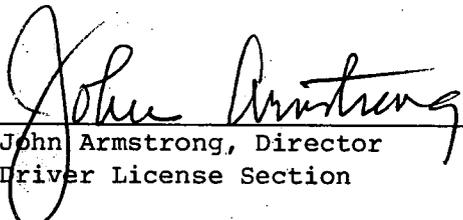
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
DRIVER ASSISTANCE BRANCH

Amend the records retention and disposition schedule approved May 31, 1991 by changing the disposition instructions of Item 13531 as shown on substitute page dated June 12, 1992.

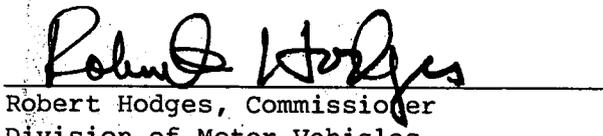
APPROVAL RECOMMENDED



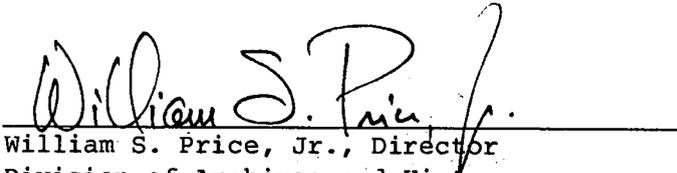
John Armstrong, Director
Driver License Section



Jeannie L. Kearns, Chief Records Officer
Department of Transportation

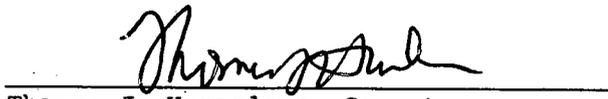


Robert Hodges, Commissioner
Division of Motor Vehicles

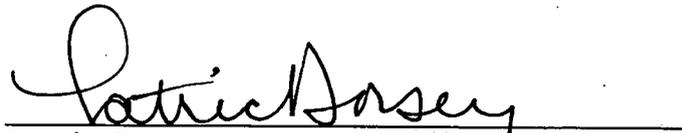


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas J. Harrelson, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

June 12, 1992

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
ASSISTANT DIRECTOR OPERATIONS
TRAINING AND EVALUATION UNIT**

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.

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

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.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
AUDIT UNIT**

ITEM 44081. APPLICATIONS (DL-6) (NOVEMBER 18-23, 1994) FILE.

Applications for a North Carolina Driver License. (These records are no longer being created.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 44082. DAILY DEPOSIT DISCREPANCY NOTICES FILE.

Computer generated printouts showing discrepancy between the deposited amount and transaction totals. Printouts list station identification number, business date, deposit identification number, staff identification number, amount deposited, amount shortage, amount overage, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 18 months 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 44083. DRIVER LICENSE LIABILITY INSURANCE STATEMENTS (DL-123A) FILE.

Verifications of liability insurance statements received from driver license offices.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**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.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
DATA PROCESSING UNIT**

ITEM 13526. DRIVER IMPROVEMENT CLINIC FILE.

Copies of Form DL-84; white copies for assignment and pink copies for completion of clinic.

DISPOSITION INSTRUCTIONS: Function and records transferred to School Bus and Traffic Safety Section.

**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 ASSISTANCE BRANCH**

ITEM 13528. SUSPENSION OR REVOCATION RECEIPT FILE.

Form DL-47.1 issued by the court suspending or revoking a driver license. Form also serves as receipt for surrendered license.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13531. SUSPENSION AND REVOCATION ORDERS FILE.

Official Notice and Record of Suspension or Revocation of Driving Privilege which informs driver of suspension or revocation, citing statutes involved, length of suspension, and related information.

Amended 6-12-92

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Destroy paper records in agency after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 5 years.

ITEM 13532. CHEMICAL TEST OPERATOR'S LOG FILE.

Chemical Test Operator's Log (Form DHS-2069) which includes license number, name, date of birth, sex, arrest date, blood alcohol concentration, and related information. Amended 3-31-92

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Destroy paper records in agency after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 3 years.

**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.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
INFORMATION PROCESSING UNIT**

ITEM 43673. STATE AUTOMATED DRIVER LICENSE SYSTEM (SADLS) DATABASE (ELECTRONIC) FILE.

Records concerning court orders and judgments received by the Division of Motor Vehicles (DMV) indicating licensee driving record and privileges. Electronic file includes conviction dates, chemical test refusal dates, licensee driver license number, and type of suspension, dates of suspension, and other related records. (File maintenance and backup procedures conducted daily by Information Technology Services (ITS))

DISPOSITION INSTRUCTIONS: Update records in office routinely. Destroy in office after 10 years and when reference value ends.

ITEM 44092. FAILURE TO COMPLY WITH CITATION REPORTS FILE.

Citation reports of actual convictions that occur within North Carolina for out-of-state licensed drivers. Reports list conviction dates, licensee driver license number, and type of suspension, dates of suspension, and other related data. Data from records entered into State Automated Driver License System (SADLS) Database (Electronic) File (Item 43673).

DISPOSITION INSTRUCTIONS: Mail report to appropriate state upon receipt.

ITEM 44093. OUT-OF-STATE LICENSE REPORTS FILE.

Reports listing customers who have moved to North Carolina from another state and have turned in their out-of-state license for a North Carolina driver license. Data from records entered into State Automated Driver License System (SADLS) Database (Electronic) File (Item 43673).

DISPOSITION INSTRUCTIONS: Mail copy to appropriate state upon receipt.

ITEM 44094. UNIFORM TRAFFIC FILE.

Notices received concerning court traffic convictions. File also includes pick-up notices, failure to appear notices, failure to pay notices, listing of customers with limited driving privileges, Driving While Impaired (DWI) Certificates of Completion (DMH 508-R), and other related records. (Comply with Federal rules 42 CFR Part 2 regarding confidentiality on disclosure of information). Data from records entered into State Automated Driver License System (SADLS) Database (Electronic) File (Item 43673).

DISPOSITION INSTRUCTIONS: Microfilm in office to state agency standards Destroy in office microfilm after 10 years. Destroy paper records in office when reference value ends.

ITEM 44095. REPORTS FILE.

Reports rejected during transmission of electronically transmitted court information downloaded to State Automated Driver License System (SADLS). Reports include Administrative Office of the Courts (AOC) Conviction in Error, Administrative Office of the Courts (AOC) Compliance in Error, DL40 Conviction In Error reports, and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 46975. OUT OF STATE FAILURE TO COMPLY WITH CITATIONS REPORT FILE..

Citation reports of actual convictions that occur outside the state of North Carolina for North Carolina licensed drivers. Reports list conviction dates, licensee driver license number, and type of suspension, dates of suspension, and other related data. Data from records entered into State Automated Driver License System (SADLS) Database (Electronic) File (Item 43673).

DISPOSITION INSTRUCTIONS: Microfilm in office to state agency standards. Destroy in office microfilm after 10 years. Destroy paper records in office when reference value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
INFORMATION PROCESSING UNIT**

ITEM 46976. NORTH CAROLINA LICENSES SURRENDERED IN ANOTHER STATE FILE..

Reports received from out-of-state Division of Motor Vehicles (DMV) listing customers who have moved from the state of North Carolina to another state and turned in their North Carolina driver license for an out-of-state driver license. Data from records entered into State Automated Driver License System (SADLS) Database (Electronic) File (Item 43673).

DISPOSITION INSTRUCTIONS: Destroy paper records when reference value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER LICENSE SECTION
MEDICAL REVIEW BRANCH**

ITEM 13551. CONFIDENTIAL MEDICAL CORRESPONDENCE FILE.

Records concerning driving record of licensed drivers. File includes medical statements and certificates, special examinations, correspondence, and other related records. (Comply with applicable provisions of G.S. 20-7, 20-9, 20-17.1, 20-27, and 111-28 regarding confidentiality of records.) (Medical Image System is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Scan in office paper records dated after 1987 onto optical platters. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy in office scanned records after 10 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Transfer to the State Records Center original copy (silver-halide) microfiche (1964-1987) immediately for security storage. The original copy (silver-halide) microfiche will be stored in the security vault. Destroy microfiche in agency and security vault after 5 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 41278. MEDICAL REPORTS FORM (MRF) FILE.

Completed medical evaluation forms received from licensed drivers' personal physicians. File also includes correspondence, medical reports, consent forms, patient history, and other related records. (Comply with applicable provisions of G.S. 20-7, 20-9, 20-27, and 111-28 regarding confidentiality of records.) (Medical Image System is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Scan in office paper records onto optical platters. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy in office scanned records after 10 years if no litigation, claim, audit, or official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.