

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

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

**INFORMATION PROCESSING 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

**INFORMATION PROCESSING UNIT**

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 This schedule is to remain in effect until superseded.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-Dudley, Chief Records Officer  
Department of Transportation

  
Eula Williams, Supervisor  
Information Processing Unit

  
Mike Bryant, Director  
Adjudication and Administration

  
George Tatum, Commissioner  
Division of Motor Vehicles

  
Jeffrey J. Crow, Deputy Secretary  
Office of Archives and History

**APPROVED**

  
Lynda Tippet, Secretary  
Department of Transportation

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

July 2, 2003

LDR

**DEPARTMENT OF TRANSPORTATION  
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**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.

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**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.

**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.