

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

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

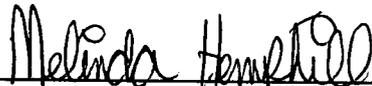
MEDICAL REVIEW BRANCH

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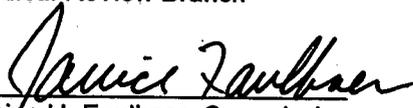
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

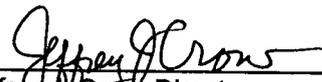
APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation

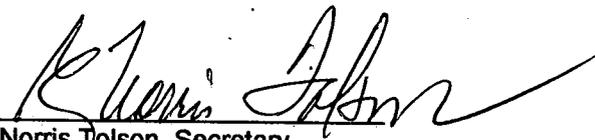

Carolyn Truebe, Manager
Medical Review Branch

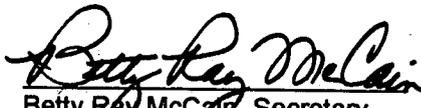

Wayne Hurder, Director
Driver License Section


Janice H. Faulkner, Commissioner
Division of Motor Vehicles


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Norris Tolson, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

May 7, 1998

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**DEPARTMENT OF TRANSPORTATION
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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.