

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER AND VEHICLE SERVICES
ADJUDICATION AND SUPPORT SERVICES
CORRESPONDENCE AND RECORDS UNIT

Amend the program records retention and disposition schedule approved April 22, 2005 by changing the disposition instructions for Items 47302 and 47304 as shown on substitute page dated December 7, 2007.

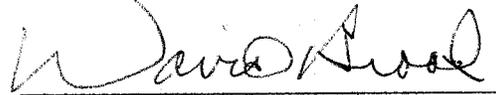
APPROVAL RECOMMENDED



Dolores Boccieri, Chief Records Officer
Department of Transportation



William C. Gore, Jr., Commissioner
Division of Motor Vehicles



David Brook, Director
Division of Historical Resources

APPROVED



Lyndo Tippett, Secretary
Department of Transportation



Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 7, 2007

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**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER AND VEHICLE SERVICES
ADJUDICATION AND SUPPORT SERVICES
CORRESPONDENCE AND RECORD UNIT**

ITEM 47302. INDIVIDUAL DRIVING RECORD REQUEST FILE.

Records in paper and electronic formats of requests for individual driving records. File includes Forms DDPA-1, DDPA-2, and related correspondence. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-26 regarding confidentiality of individuals' driving records.) Amended 12-7-07

DISPOSITION INSTRUCTIONS: Microfilm paper records in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 1 year if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office electronic records after 1 year.

ITEM 47304. SUBSTANCE ABUSE ASSESSMENT FILE.

Records certifying that an applicant has completed a substance abuse assessment from an assessor as ordered by the court. File includes Form DHR-508R. (Comply with applicable provisions of G.S. 20-17.6 regarding confidentiality of drivers license records.) Amended 12-7-07

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.