

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN 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

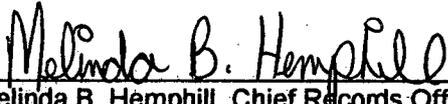
INTERNATIONAL REGISTRATION PLAN SECTION

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

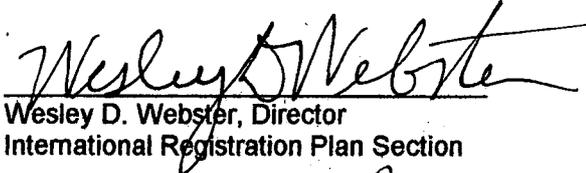
INTERNATIONAL REGISTRATION PLAN SECTION

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 This schedule is to remain in effect until superseded.

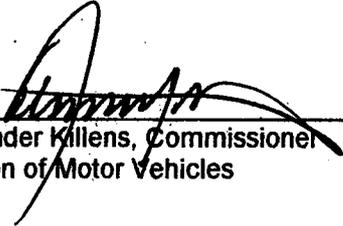
APPROVAL RECOMMENDED



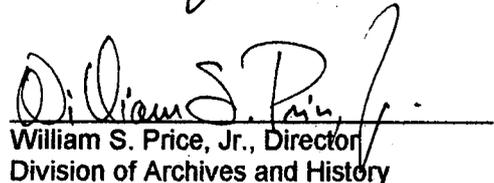
Melinda B. Hemphill, Chief Records Officer
Department of Transportation



Wesley D. Webster, Director
International Registration Plan Section

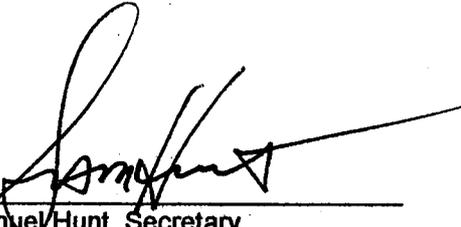


Alexander Killens, Commissioner
Division of Motor Vehicles



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

APPROVED



R. Samuel Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

March 17, 1995

HFH

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION

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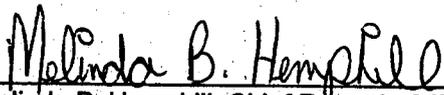
INTERNATIONAL REGISTRATION PLAN SECTION

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INTERNATIONAL REGISTRATION PLAN SECTION

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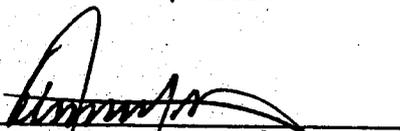
APPROVAL RECOMMENDED



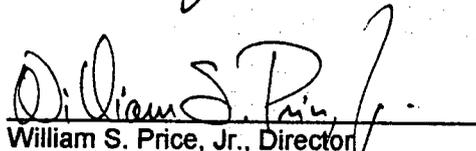
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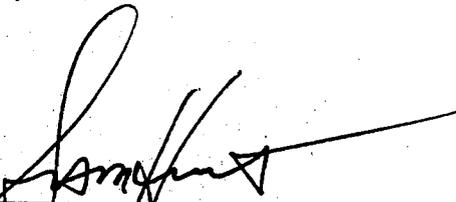


Alexander Killens, Commissioner
Division of Motor Vehicles

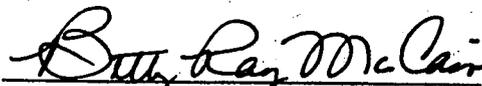


William S. Price, Jr., Director
Division of Archives and History

APPROVED



R. Samuel Hunt, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

March 17, 1995

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.

HFH

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
INTERNATIONAL REGISTRATION PLAN UNIT**

ITEM 13473. INTERNATIONAL REGISTRATION PLAN (IRP) 10-DAY TRIP PERMITS FILE.

Permits issued to truckers to allow travel through North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13480. IN-TRANSIT INTERNATIONAL REGISTRATION PLAN AUDIT FILE.

Records concerning the audit which is in-process for the companies involved with the International Registration Plan. File includes Schedules A and B of applications, billing notices, auditors' working papers, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Completed International Registration Plan Audit File (Item 13481) when released from all audits.

ITEM 13481. COMPLETED INTERNATIONAL REGISTRATION PLAN AUDIT FILE.

Records concerning the audit completed on companies involved with the International Registration Plan. File includes cover letters, Schedule A and B of applications, billing notices, auditors' working papers, and other related records.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 13483. INTERNATIONAL REGISTRATION PLAN (IRP) DAILY REPORT OF LICENSE PLATES ISSUED AND FEES COLLECTED FILE.

Reference copies of daily report of license plates issued and fees collected which provides the name, address, IRP account number, and supplement number of each owner of a vehicle. The file lists the type of license plate and plate number for each vehicle and includes listings of various fees collected and check numbers.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
INTERNATIONAL REGISTRATION PLAN UNIT**

ITEM 13485. INTERNATIONAL REGISTRATION PLAN ACCOUNT FILE.

Copies of Schedule A, Schedule B, Licensing Weight Schedule, Supplement Application, License Cab Card, one-way rental applications, and related records. File includes the name and address of each applicant, vehicle number, audits, working papers, listing of vehicles, mileage reports, and insurance information.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Return suspense file records to the Suspense File (Item 13489) immediately after microfilm has been verified and quality control procedures have been completed. Destroy in agency remaining paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 13487. OUT-OF-STATE RECAPITULATIONS AND TRANSMITTALS (FORMS) FILE.

Reference copies of recapitulations and transmittals forms concerning out-of-state applicants. Completed forms include names and addresses of registrants, total mileage traveled in each state, types and weights of registrants' vehicles, International Registration Plan account numbers, total amounts of fees paid, and other related information.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 13488. BILLINGS FOR OTHER STATES FILE.

Completed recapitulations and transmittal forms received from in-state applicants. Completed forms include names and addresses of registrants, total mileage traveled in North Carolina, types and weights of registrants' vehicles, International Registration Plan account numbers, total amounts of fees paid, and other related information.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 13489. SUSPENSE FILE.

Records concerning motor vehicles. File includes correspondence; legal documents; records concerning fees, vehicle numbers, and International Registration Plan applications; recapitulation sheets; schedules; supplemental applications; license cab cards; and license plates.

DISPOSITION INSTRUCTIONS: Transfer to International Registration Plan Account File (Item 13485) yearly to be microfilmed and returned. Destroy microfilmed paper records in office after requested records are received from applicants and when released from all audits, whichever occurs later.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
INTERNATIONAL REGISTRATION PLAN UNIT**

ITEM 13490. FIVE-YEAR TRAILER PLATES FILE.

Memorandums of understanding, certificates of deposit, transmittal of certificate of deposit to the Fiscal Section, and other records concerning license plates issued.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 5 years. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 12 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 12 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 37562. REFUND WORKSHEETS (FORM MVR-97) FILE.

Completed Refund Worksheets (Form MVR-97) used to request refunds or transfers of moneys to the department or to the registrant.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 37563. SEQUENCE CARDS FILE.

Reference copy of N.C. License Cab Cards (DMV-4) concerning the licensing of apportioned vehicles. Cards include account numbers, names and addresses of owners/operators, license plate numbers, vehicle identification numbers, and other related information.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and then destroyed. Destroy in office duplicate copy (working copy) of microfilm after 5 years. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
MOTOR CARRIER REGULATORY UNIT**

ITEM 577. CANCELLED INTRASTATE EXEMPT CARRIERS (TRUCK) FILE.

Records concerning cancelled intrastate exempt carriers (trucks). File includes exemption certificates and correspondence between the section and motor carriers.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy when file is cancelled. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 3574. CANCELLED INTRASTATE REGULATED TRUCK CARRIERS FILE.

Records concerning insurance filings and listings of vehicles registered with the Division of Motor Vehicles. File includes correspondence regarding insurance and vehicles of motor carriers whose authority has been cancelled or transferred.

DISPOSITION INSTRUCTIONS: Destroy paper records currently stored in the State Records Center immediately. Microfilm in agency to state standards, producing an original and a duplicate microfilm copy when file is cancelled. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. Agency representative will notify State Records Center about audit status.)

ITEM 3575. CANCELLED INTRASTATE REGULATED BUS CARRIERS FILE.

Records concerning equipment registered with the Division of Motor Vehicles. File includes correspondence regarding carriers whose authority has been cancelled or transferred.

DISPOSITION INSTRUCTIONS: Destroy paper records currently stored in the State Records Center immediately. Microfilm in agency to state standards, producing an original and a duplicate microfilm copy when file is cancelled. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 3576. CANCELLED INTRASTATE EXEMPT CARRIERS (BUSES) FILE.

Records concerning cancelled intrastate exempt bus carriers. File includes vehicle registration forms, insurance forms, and other related records regarding carriers whose exempt bus operations have been cancelled.

DISPOSITION INSTRUCTIONS: Destroy paper records currently stored in the State Records Center immediately. Microfilm in agency to state standards, producing an original and a duplicate microfilm copy when file is cancelled. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
MOTOR CARRIER REGULATORY UNIT**

ITEM 13898. INTRASTATE REGULATED TRUCK CARRIERS FILE.

Records concerning insurance and listings of equipment registered with the unit by intrastate regulated truck carriers. File includes correspondence regarding insurance and equipment of carriers holding authority from the N.C. Utilities Commission.

DISPOSITION INSTRUCTIONS: Transfer to Cancelled Intrastate Regulated Truck Carriers File (Item 3574) when authority is cancelled or transferred.

ITEM 13900. INTRASTATE REGULATED BUS CARRIERS FILE.

Records concerning insurance filings and listings of vehicles registered with the Division of Motor Vehicles. File includes correspondence regarding intrastate regulations of bus carriers.

DISPOSITION INSTRUCTIONS: Transfer to Cancelled Intrastate Regulated Bus Carriers File (Item 3575) when authority is cancelled or transferred.

ITEM 13901. INTRASTATE EXEMPT CARRIERS (TRUCK) FILE.

Exemption certificates issued to intrastate exempt carriers (trucks). File also includes correspondence and other related records regarding exemption certificates.

DISPOSITION INSTRUCTIONS: Transfer to Cancelled Intrastate Exempt Carriers (Truck) File (Item 577) when truck is no longer exempt. Microfilm exempt carrier records in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center for permanent storage in the security vault. Retain in office duplicate copy (working copy) of microfilm permanently. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed.

ITEM 13903. INTRASTATE EXEMPT CARRIERS (BUS) FILE.

Exemption certificates issued to intrastate exempt carriers (bus). File also includes copies of insurance filings, list of equipment registered with the unit, and correspondence regarding exempt carriers.

DISPOSITION INSTRUCTIONS: Transfer to Cancelled Intrastate Exempt Carriers (Buses) File (Item 3576) when bus is no longer exempt. Microfilm exempt carrier records in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center for permanent storage in the security vault. Retain in office duplicate copy (working copy) of microfilm permanently. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
MOTOR CARRIER REGULATORY UNIT**

ITEM 13905. INTERSTATE MOTOR CARRIERS FILE.

Records concerning complete motor carrier registrations. File includes completed registration applications, insurance cancellation requests forms, correspondence received from motor carriers requesting to terminate their vehicle's registration, lists of processing agents, statements giving motor carriers the authority to operate in North Carolina, and other related records. Names of each motor carrier, dates of latest file activity regarding each motor carrier, insurance cancellation effective dates, insurance policy numbers, and other related information are entered into Interstate Motor Carriers Tracking Database (Electronic) File (Item 37477) immediately upon receipt and routinely updated.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy when file is closed due to carrier's request or no activity for 3 years. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Record Center about audit status.)

ITEM 13910. BINGO STAMP REQUEST FILE.

Records concerning stamps requested to register vehicles prior to operation to prevent being penalized. File includes applications for new Bingo Stamps.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 36834. CLOSED PENDING INTERSTATE MOTOR CARRIER FILE.

Records concerning incomplete motor carrier registrations. File includes completed registration applications, insurance certificates, completed applications for Bingo Stamps, and other related records. Names of motor carriers, dates of latest file activity regarding motor carriers, insurance cancellation effective dates, and other related information are entered into Interstate Motor Carriers Tracking Database (Electronic) File (Item 37477) immediately upon receipt and routinely updated.

DISPOSITION INSTRUCTIONS: Return insurance certifications to insurance companies after 120 days if motor carrier has not attempted to complete registration process. Microfilm remaining records in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 3 additional years and then destroyed. Destroy in office duplicate copy (working copy) of microfilm after 3 years. Destroy in office paper records after microfilm has been verified and quality control procedures have been completed.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN SECTION
MOTOR CARRIER REGULATORY UNIT**

ITEM 37477. INTERSTATE MOTOR CARRIERS TRACKING DATABASE (ELECTRONIC) FILE.

Machine readable records concerning complete and incomplete interstate motor carriers in North Carolina. Electronic file includes names of each motor carrier, dates of latest file activity regarding each motor carrier, insurance policy numbers, control numbers, insurance cancellation effective dates, and other related data. (Electronic file is maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Erase in office records concerning closed files after 1 year. Retain in office records concerning current motor carriers permanently.

ITEM 37478. INTERSTATE MOTOR CARRIERS YEAR-END REGISTRATION (PRINTOUTS) FILE.

Computer printouts generated from Interstate Motor Carriers Tracking Database (Electronic) File (Item 37477) listing complete motor carrier registrations. Printouts include names and addresses of motor carriers, control numbers, status of accounts, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 37776. OUT-OF-STATE TRANSMITTALS FILE.

Reference copies of completed transmittals received from out-of-state applicants who pay to operate their vehicles in North Carolina. Transmittals include names and addresses of registrants, total number of vehicles paid to operate in North Carolina, Interstate Commerce Commission (ICC) identification numbers, and total amounts paid.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards, producing an original and a duplicate microfilm copy after 1 year. Transfer silver (camera) original copy of microfilm to the State Records Center. Microfilm will be held for agency in the State Records Center 5 additional years and destroyed when released from all audits. Destroy in office duplicate copy (working copy) of microfilm after 5 years and when released from all audits, whichever occurs later. Destroy in agency paper records after microfilm has been verified and quality control procedures have been completed. (Agency representative will notify State Records Center about audit status.)

ITEM 37777. REFUND WORKSHEETS (FORM MVR-97) FILE.

Completed Refund Worksheets (Form MVR-97) used to request refunds or transfers of moneys to the department or to the registrants.

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