

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
SCHOOL BUS AND TRAFFIC SAFETY SECTION

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

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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

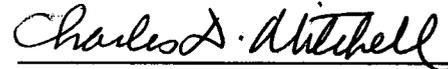
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

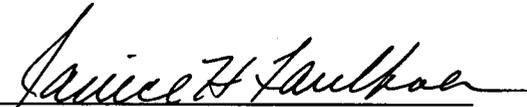
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



Charles Mitchell, Director
School Bus and Traffic Safety Section



Janice H. Faulkner, Commissioner
Division of Motor Vehicles



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Lyndo Tippet, Secretary
Department of Transportation



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 3182. DRIVER IMPROVEMENT CLINIC FILE.

Records concerning the Driver Improvement Clinic. File includes correspondence, manuals, rosters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 13492. ADMINISTRATIVE CORRESPONDENCE FILE.

Reference copies of correspondence written to or received from the Secretary, Commissioner, Directors, or other unit heads within the Department of Transportation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 13497. DRIVER EDUCATION PROGRAM FILE.

Records concerning the driver education training courses taught by State Highway Patrol personnel, driver license examiners, and commercial instructors. File includes rosters, teaching aides, instructional guidelines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 13499. NATIONAL SAFETY COUNCIL DEFENSIVE DRIVER COURSE FILE.

Records concerning the teaching of the National Safety Council Defensive Driving Course. File includes correspondence, rosters, monthly and annual reports, and instructional renewal materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 13500. COMMERCIAL TRAINING SCHOOLS FILE.

Records concerning commercial training schools in North Carolina. File includes correspondence, applications, instructional materials, information on schools, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after school becomes inactive if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 13504. SCHOOL BUS DRIVER TRAINING PROGRAMS FILE.

Records concerning school bus driver training programs. File includes correspondence, course data, guidelines, procedures, information on vehicle fatalities, training materials, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office records on vehicle fatalities permanently. Destroy in office remaining records after 4 years.

ITEM 13507. CERTIFICATION AND CANCELLATION RECORDS FILE.

Certifications for licensed school bus drivers (Form TSE-344).

DISPOSITION INSTRUCTIONS: Destroy in office after expiration of license.

ITEM 13508. VIDETAPES INFORMATION FILE.

Records concerning videotapes purchased on school bus safety program. File includes annual reports, film preview information, viewing attendance reports, videotapes inventories, and lease agreements.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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ITEM 13509. VIDEOTAPES HISTORY FILE.

History of videotapes usage. File includes correspondence, documentation on damage videotapes, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after videotape is no longer used if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 13511. DRIVER IMPROVEMENT ROSTERS FILE.

Records concerning driver improvement classes. File includes rosters of assignees, registration forms for attendance, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 45665. MEDICAL REPORTS FILE.

Medical evaluation forms received from school bus drivers and driver education students. File also includes correspondence received from Medical Review Branch. (Comply with applicable provisions of G.S. 20-7, 20-9, 20-27, and 111-28 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 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 45666. SCHOOL BUS AND TRAFFIC SAFETY RENEWALS FILE.

Records in paper and electronic formats concerning Commercial Training Schools and their instructors.

File includes name of schools, name of instructors, verification numbers, schools location, dates license issued, dates, license expiration dates, dates original license issued, license numbers, audit numbers, instructor's years of credit, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Erase/destroy in office after 5 years of inactivity if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has initiated, destroy in office after completion of action and resolution of issues involved.