

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE REGISTRATION SECTION  
DIRECTOR'S OFFICE

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

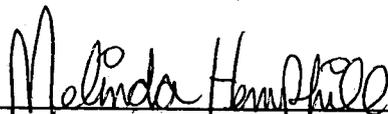
DIRECTOR'S OFFICE

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

DIRECTOR'S OFFICE

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 This schedule is to remain in effect until superseded.

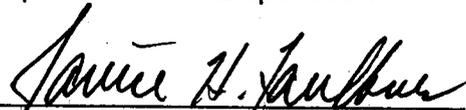
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer  
Department of Transportation



Carol Howard, Director  
Vehicle Registration Section



Janice H. Faulkner, Commissioner  
Division of Motor Vehicles

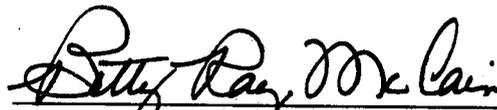


Jeffrey D. Crow, Director  
Division of Archives and History

APPROVED



Norris Tolson, Secretary  
Department of Transportation



Betty Ray McCain, Secretary  
Department of Cultural Resources

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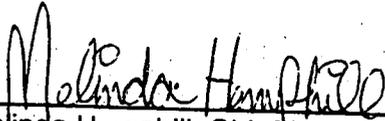
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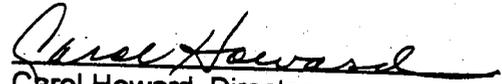
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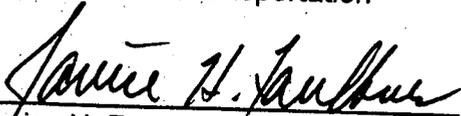
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer  
Department of Transportation



Carol Howard, Director  
Vehicle Registration Section

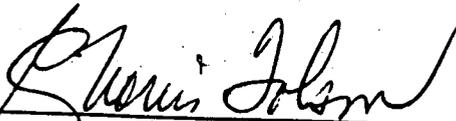


Janice H. Faulkner, Commissioner  
Division of Motor Vehicles



Jeffrey W. Crow, Director  
Division of Archives and History

APPROVED



Norris Tolson, Secretary  
Department of Transportation



Betty Ray McCain, Secretary  
Department of Cultural Resources

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.

January 6, 1999

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**DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE REGISTRATION SECTION  
DIRECTOR'S OFFICE**

**ITEM 17941. PUBLIC CORRESPONDENCE FILE.**

Correspondence to and from the public concerning the registration of motor vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 17943. RECIPROCITY FILE.**

Correspondence and agreements concerning reciprocal motor vehicle laws between North Carolina and other states.

DISPOSITION INSTRUCTIONS: Records transferred to Policy, Procedures, and Directives File (Item 41858).

**ITEM 17945. LEGISLATIVE FILE.**

Proposed and ratified legislative bills. File also includes weekly legislative summaries.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 17954. STATEMENT OF COLLECTIONS (PRINTOUTS) FILE.**

Computer generated monthly reports of collections received from Fiscal Section. (File is not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 17959. LICENSE PLATE ORDER BILL FILE.**

Orders for license plates from the Department of Correction with attached bills and invoices.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 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 17962. NEW CARS AND TRUCKS REPORTS FILE.**

Monthly listings showing the number and types of cars and trucks sold in each county within North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 17963. BRANCH OFFICE INSPECTION REPORTS FILE.**

Inspection reports received from field representatives. Reports include branch name, dates of inspections, number of license plates sold, amount of cash received, comments and questions concerning each branch audit; correspondence; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 17964. AUTOMOBILE MANUFACTURERS FILE.**

Records concerning automobile manufacturers. File includes correspondence, brochures, leaflets, reports, vehicle specifications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 17965. OTHER STATES' MOTOR VEHICLE LAWS FILE.**

Records concerning other states' motor vehicle laws. File includes correspondence, license plate identification information, requests for registration, pamphlets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 17966. SUBJECT FILE.**

Correspondence and other materials of interest to the Vehicle Registration Section.

DISPOSITION INSTRUCTIONS: Records transferred to Policy, Procedures, and Directives File (Item 41858).

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**ITEM 17967. RENEWAL FILE.**

Orders placed with the Department of Correction for license plates. File also includes special license plate assignments, correspondence, memorandums, bids on validation stickers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 17969. LICENSED INSURANCE COMPANIES FILE.**

Listing of current status of insurance companies licensed to write liability insurance in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 17970. COUNTY REGISTRATION BILLING LIST FILE.**

Computer printouts of bills from individuals requesting a list of all registered motor vehicles in a particular county. (File is not subject to audit.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Collision Reports and Information Section, Data Control Unit.

**ITEM 17974. RETURNED BOND LETTERS FILE.**

Reference copies of bond letters notifying the registered owner of a vehicle that the cash or insurance indemnity bond passed by the owner has expired and is being returned for cancellation. (The original bond is maintained by Division of Motor Vehicles, Accounts-Collections Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after bond has been cancelled.

**ITEM 18013. BRANCH AGENTS YEAR-END INVENTORY FILE.**

Year-end inventories of plates and stickers.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 18014. MONTHLY BRANCH TRANSACTION (PRINTOUTS) REPORTS FILE.**

Computer generated printouts produced from State Titling and Registration System (STAR) Database (Electronic) File (Item 41859). Printouts list transactions processed in branch agencies indicating totals used to project growth and budgetary requirements. File also includes motor vehicle registration reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 18018. MONTHLY BRANCH COMPENSATION (PRINTOUTS) REPORTS FILE.**

Computer generated printouts received from Fiscal Section listing transactions and actual payments made to branch agents for licenses, title fees, and other registration.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 18019. MOTOR VEHICLE REGISTRATION REPORTS FILE.**

Reports used to indicate the number of plates and stickers issued monthly.

DISPOSITION INSTRUCTIONS: Records transferred to Monthly Branch Transaction (Printouts) Reports File (Item 18014).

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**ITEM 41859. STATE TITLING AND REGISTRATION SYSTEM (STAR) DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the titling and license of motor vehicles in North Carolina. Electronic file includes title serial numbers, lien holders, owner names, license plates history, and other related data. (Electronic database systems are maintained by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Transfer electronic file to magnetic tape after 3 years of inactivity. Send magnetic tapes to outside vendor for creation of microfiche to state standards and guidelines as issued by the Division of Archives and History. Retain copy of microfiche in agency permanently.

**ITEM 41923. DIRECTOR'S CORRESPONDENCE FILE.**

Correspondence written and/or received by the Director concerning the administration and management of the section.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.