

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE REGISTRATION SECTION  
FIELD OPERATIONS SUPPORT UNIT

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

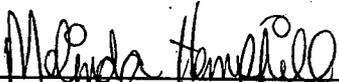
**FIELD OPERATIONS SUPPORT UNIT**

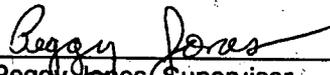
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

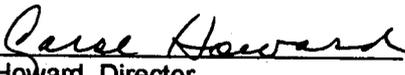
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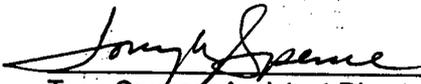
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

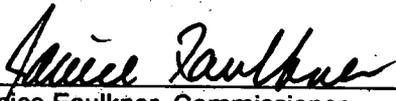
**APPROVAL RECOMMENDED**

  
Melinda Hemphill, Chief Records Officer  
Department of Transportation

  
Peggy Jones, Supervisor  
Field Operations Support Unit

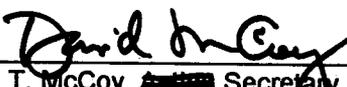
  
Carol Howard, Director  
Vehicle Registration Section

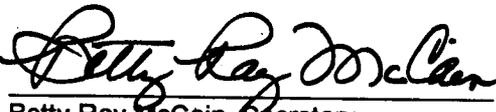
  
Tony Spence, Assistant Director  
Vehicle Registration Section

  
Janice Faulkner, Commissioner  
Division of Motor Vehicles

  
Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**

  
David T. McCoy, ~~Acting~~ Secretary  
Department of Transportation

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

July 09, 1999

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DIVISION OF MOTOR VEHICLES  
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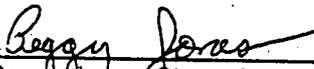
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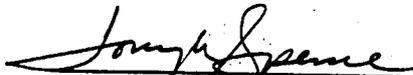
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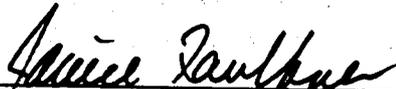
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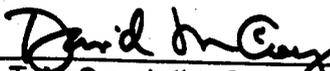
  
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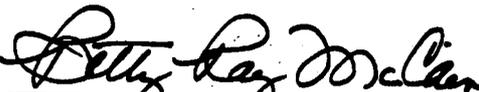
  
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David T. McCoy, ~~Acting~~ Secretary  
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July 09, 1999

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.

17959

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**ITEM 42300. LINE ITEM DELETE REPORTS FILE.**

Reports listing all transactions deleted from State Titling and Registration System (STARS).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

**ITEM 42305. STATE TITLING AND REGISTRATION SYSTEM (STARS) DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning the titling and licensing of motor vehicles in North Carolina. Electronic file includes title serial numbers, lien holders, owner names, license plates' history, and other related data. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when superseded or obsolete.