

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE REGISTRATION SECTION  
FINANCIAL SECURITY 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

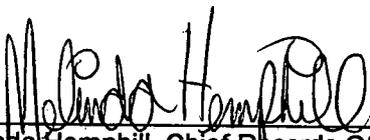
**FINANCIAL SECURITY UNIT**

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

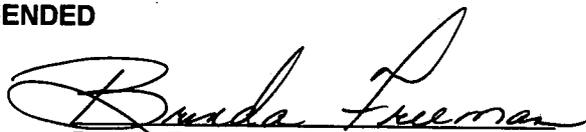
**FINANCIAL SECURITY UNIT**

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 This schedule is to remain in effect until superseded.

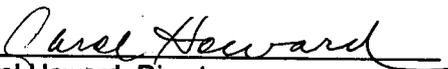
**APPROVAL RECOMMENDED**



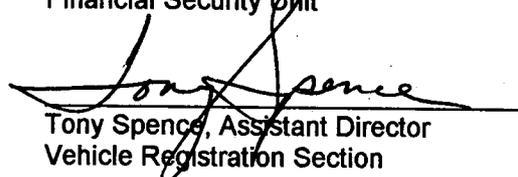
Melinda Hemphill, Chief Records Officer  
Department of Transportation



Brenda Freeman, Manager  
Financial Security Unit



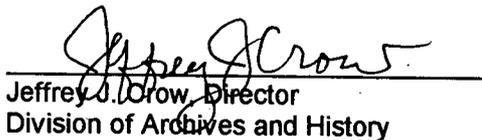
Carol Howard, Director  
Vehicle Registration Section



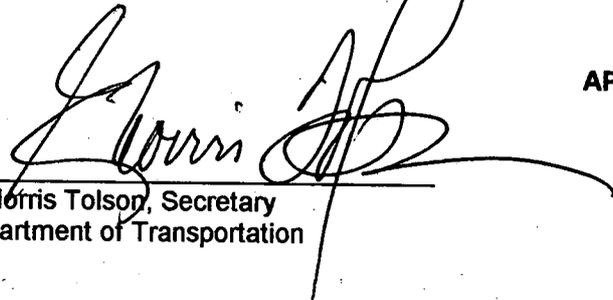
Tony Spence, Assistant Director  
Vehicle Registration Section



Janice Faulkner, Commissioner  
Division of Motor Vehicles



Jeffrey J. Crow, Director  
Division of Archives and History



E. Norris Tolson, Secretary  
Department of Transportation

**APPROVED**



Betty Ray McCain, Secretary  
Department of Cultural Resources

October 20, 1998

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**ITEM 17968. SELF-INSURERS FILE.**

Correspondence and annual reports received from companies and/or corporations having self-insurance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 18029. CLOSED HEARINGS FILE.**

Records concerning closed hearings involving liability insurance and coverage, hearings for individuals who failed to appear, cancelled hearings, mail-in hearings, and cleared by proof hearings. File includes hearing decision reports, notifications of hearings, correspondence regarding hearing decisions, notarized affidavits, insurance receipts, computer printouts listing results of insurance hearing decisions and hearing actions received, notification letters of cancelled hearings, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office current year and 1 additional year, then destroy.

**ITEM 18050. NORTH CAROLINA CERTIFICATE OF INSURANCE (FS-1) (1997-1998) FILE.**

North Carolina certificate of insurance forms listing the names of insurance companies, policy numbers, names of insured, and vehicle descriptions and identification numbers. Information entered into Insurance Database (Electronic) File (Item 41877).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 18051. NOTICES OF TERMINATION (FS-4) (1997-1998) FILE.**

North Carolina notice of termination forms listing the names of insurance companies, names and addresses of insured, policy numbers, vehicle descriptions and identification numbers, and termination date. (Information entered into Insurance Database (Electronic) File (Item 41877)).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 18052. LICENSE PLATE REVOCATION FILE.**

Official notice of license plate revocation forms listing the names and addresses of insured, vehicle descriptions, license plate numbers, and computer information identification numbers.

DISPOSITION INSTRUCTIONS: Records transferred to Correspondence File (Item 18053).

**ITEM 18053. CORRESPONDENCE FILE.**

Correspondence concerning revocation of licenses and requests for the surrender of plates. File also includes copies of relevant computer printouts, notice of license plate revocation forms, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office current year and 1 additional year, then destroy.

**ITEM 18054. RECERTIFICATION OF LIABILITY (FR-3) FILE.**

Recertification of liability forms listing the names of insurance companies, policy numbers, signatures of insured and date, vehicle descriptions and identification numbers, license plate numbers, and computer information identification numbers. (Information entered into Insurance Database (Electronic) File (Item 41877)).

DISPOSITION INSTRUCTIONS: Retain in office current year and 1 additional year, then destroy.

**ITEM 18055. PURGED INSURANCE MICROFICHE FILE.**

Microfiche produced from Insurance Database (Electronic) File (Item 41877). Microfiche list the names and addresses of insured, vehicle descriptions and identification numbers, dates that various forms were prepared and sent, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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**ITEM 20394. STATISTICAL REPORTS FILE.**

Records concerning unit workload. File includes production reports, telephone logs, revocation reports, Certificate of Insurance (FS-1) reports, Notice of Termination (FS-4) reports, and other related reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 41877. INSURANCE DATABASE (ELECTRONIC) FILE.**

Machine readable records concerning insurance coverage on motor vehicles. Electronic file includes insurance companies codes, dates of coverage, termination dates, names of owners, and other related data. (Electronic database systems are maintained by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Purge electronic file in office quarterly. Agency representative will update periodically.

**ITEM 41880. STATE TITLING AND REGISTRATION SYSTEM (STARS) 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: Purge electronic file in office 3 years after inactivity. Agency representative will update periodically.

**ITEM 41922. MICROFILM (1987-PRESENT) FILE.**

Microfilm copies of North Carolina Certificate of Insurance (FS-1), Notices of Termination (FS-4), and Recertification of Liability (FR-3).

DISPOSITION INSTRUCTIONS: Destroy in office microfilm dated prior 1996 immediately. Retain remaining microfilm current year and 1 additional year, then destroy.