

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
MAIL AND DISTRIBUTION 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

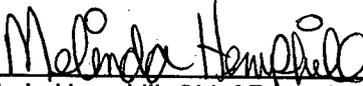
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

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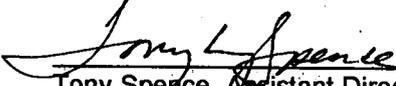
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Melinda Hemphill, Chief Records Officer
Department of Transportation


Sam Barbour, Manager
Mail and Distribution 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


E. Norris Folsen, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

David T. McCoy

January 8, 1999

MS

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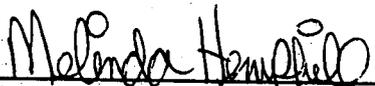
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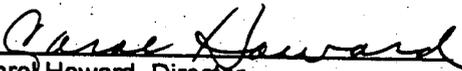
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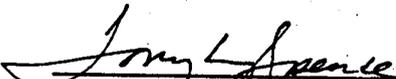
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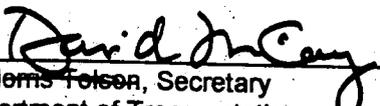

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January 8, 1999

This schedule was modified to
comply with the provisions of the
~~General~~ *General Schedule for State Agency Records,*
effective October 1, 2000
Remaining items retain the
original date shown below.

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ITEM 18017. APPLICATIONS FOR TITLES AND/OR LICENSES FILE.

Applications received by mail for titles and/or licenses. Applications list name and address of owner, description of vehicle, liens, source of purchase, insurance and county tax certifications, and odometer reading, and other related data. Information entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 41944).

DISPOSITION INSTRUCTIONS: Transfer applications to Scan Center after information entered into State Titling and Registration System (Stars).

ITEM 18057. MONTHLY RECAP OF PLATES INVENTORY FILE.

Computer generated printouts received from Information Technology Services (ITS) listing monthly recapitulation of license and validation sticker inventory.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 18072. PLATE ORDER BOOKS FILE.

Orders for license plates sent to North Carolina Department of Correction. Books include quantity, classification, beginning and ending numbers, and type of envelope to be used.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 41943. REMITTANCE PROCESSOR REPORTS FILE.

Reports of all mail order renewal transactions. Reports include title numbers, assigned sequence numbers, fees and batch totals, and end of day recapitulation.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 41944. 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. (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.