

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
RECORDS 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

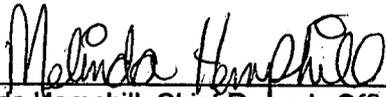
RECORDS UNIT

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

RECORDS 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 This schedule is to remain in effect until superseded.

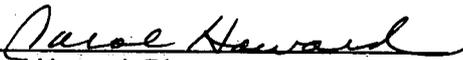
APPROVAL RECOMMENDED



Melinda Hemphill, Chief Records Officer
Department of Transportation



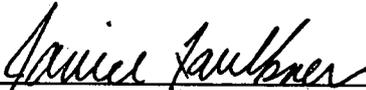
Lucille Clemons, Supervisor
Records Unit



Carol Howard, Director
Vehicle Registration Section



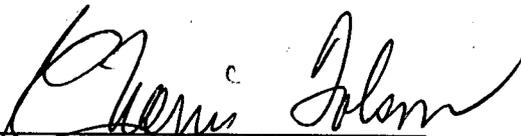
Diane Johnson, Assistant Director
Vehicle Registration Section



Janice Faulkner, Commissioner
Division of Motor Vehicles



Jeffrey J. Crow, Director
Division of Archives and History



E. Norris Tolson, Secretary
Department of Transportation

APPROVED



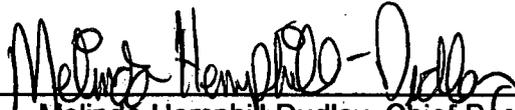
Betty Ray McCain, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

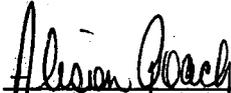
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
RECORDS UNIT

Amend the records retention and disposition schedule approved January 20, 1999 by adding Item 46999 as shown on substitute page dated July 14, 2003.

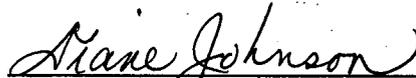
APPROVAL RECOMMENDED



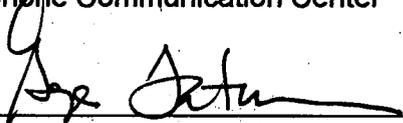
Melinda Hemphill-Dudley, Chief Records Officer
Department of Transportation



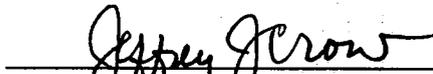
Alison Roach, Assistant Manager
Telephone Communication Center



Diane Johnson, Assistant Director
Division of Motor Vehicles



George Tatum, Commissioner
Division of Motor Vehicles



Jeffrey J. Crow, Deputy Secretary
Office of Archives and History



Lyndo Tippet, Secretary
Department of Transportation

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 14, 2003

LDR

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
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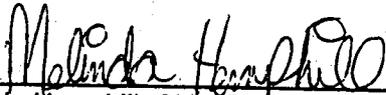
RECORDS UNIT

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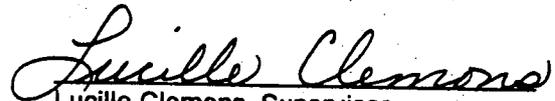
RECORDS UNIT

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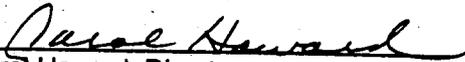
APPROVAL RECOMMENDED



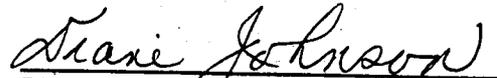
Melinda Hemphill, Chief Records Officer
Department of Transportation



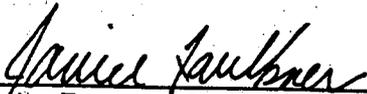
Lucille Clemons, Supervisor
Records Unit



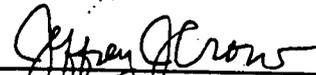
Carol Howard, Director
Vehicle Registration Section



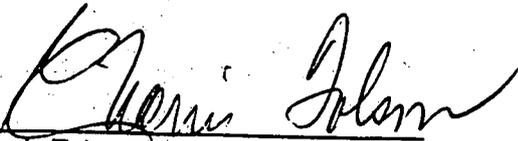
Diane Johnson, Assistant Director
Vehicle Registration Section



Jayice Faulkner, Commissioner
Division of Motor Vehicles

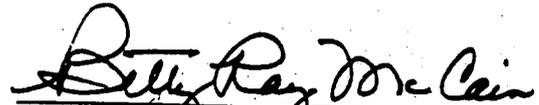


Jeffrey J. Crow, Director
Division of Archives and History



E. Norms Tolson, Secretary
Department of Transportation

APPROVED



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 20, 1999

MS

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
RECORDS UNIT**

ITEM 17975. SEQUENCE CARDS FILE.

Cards listing name and address of each registered owner. File includes name of insurance company and policy number.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy microfilm in agency immediately. Destroy microfilm currently stored in the State Records Center immediately.

ITEM 17978. SPECIAL REGISTRATION CARDS FILE.

Special registration cards and applications for vehicles permanently assigned to state, county, or local governments, and for special vehicles such as horseless carriages, farm equipment, disabled veterans, and prisoners of war.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18035. CLOSED SUSPENSE CORRESPONDENCE FILE.

Correspondence concerning completed motor vehicle registration in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 month(s).

ITEM 18038. CORRESPONDENCE FILE.

Correspondence to and from the public concerning registration and other general information pertaining to motor vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 18039. SPECIAL TRAILER SERIAL NUMBER FILE.

Special North Carolina trailer serial number assignments.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 18042. ASSIGNED NUMBER LEDGER FILE.

Ledger listing name of person, dealer, or agent to whom assigned numbers are issued and date of issuance.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 41999. BRANCH REPORTS (MICROFILM) FILE.

Microfilm copies of branch reports. Branch reports list names and addresses of each person issued license plates; year, make, and model of vehicle; license plate number; and fees.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 42000. CANCELLED TITLES (MICROFILM PRIOR 1940-1996) FILE.

Microfilm copies of titles cancelled by the division for various reasons.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 42001. CANCELLED TITLES INDEX (MICROFICHE) FILE.

Indices to Cancelled Titles File (Item 42000).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 42005. CONTROL (MICROFILM 1940-1996) FILE.

Microfilm copies of North Carolina motor vehicle titles for out-of-state vehicles whose vehicle title is being held by a lien holder.

DISPOSITION INSTRUCTIONS: Transfer original copy (silver-halide) of microfilm to the State Records Center to be stored permanently in the State Archives Vault. Retain a duplicate copy of microfilm in agency permanently.

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ITEM 42010. PURGED PLATE 1984-1993 (MICROFICHE) FILE.

Microfiche copies of license plates purged from the computer database (State Titling and Registration System (STARS)).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 42011. 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: Retain in office electronic file permanently. Agency representative will update periodically.

ITEM 42012. TITLES (MICROFILM PRIOR 1940-1996) FILE.

Microfilm copies of titles with supporting documents for each motor vehicle registered in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer original copy (silver-halide) of microfilm to the State Records Center to be stored permanently in the State Archives vault. Retain a duplicate copy of microfilm in agency permanently.

ITEM 46999. CLOSED BUT NOT CLEARED TITLE (MICROFILM PRIOR TO 1996) FILE..

Microfilm copies of incomplete title records for vehicles in the state of North Carolina. File includes correspondence, titles and fees paid. Records dated after 1996 can be found in the Quality Assurance/Scan Center, Closed But Not Cleared Title File (Item 47000). Amended 07-14-03.

DISPOSITION INSTRUCTIONS: Transfer microfilm records to the State Records Center immediately. Microfilm will be held for the agency in the State Records Center for 20 years from date of record and then destroyed.