

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
SPECIAL LICENSE 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

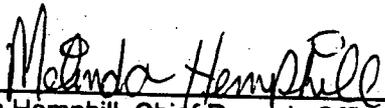
SPECIAL LICENSE UNIT

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

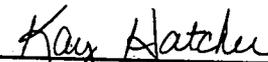
SPECIAL LICENSE UNIT

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 This schedule is to remain in effect until superseded.

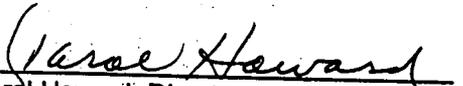
APPROVAL RECOMMENDED



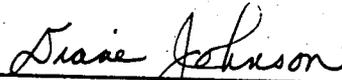
Melinda Hemphill, Chief Records Officer
Department of Transportation



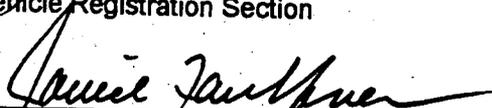
Kay Hatcher, Supervisor
Special License Unit



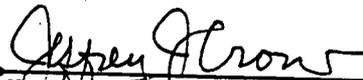
Carol Howard, Director
Vehicle Registration Section



Diane Johnson, Assistant Director
Vehicle Registration Section



Janice Faulkner, Commissioner
Division of Motor Vehicles

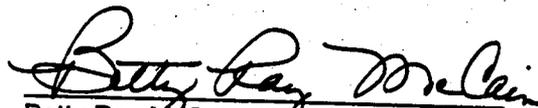


Jeffrey W. Crow, Director
Division of Archives and History

APPROVED



E. 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.

December 18, 1998

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**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
SPECIAL LICENSE UNIT**

ITEM 18003. CORRESPONDENCE FILE.

Correspondence concerning personalized and special license plates.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 18010. LISTING OF APPROVED LICENSE PLATES ON ORDER (PRINTOUTS) FILE.

Computer generated printouts produced from State Titling and Registration System (STARS) Database (Electronic) File (Item 41979). Printouts list each license plate ordered weekly.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 41968. 300 APPLICATIONS FILE.

Applications received requesting special license plate series to be created. File also includes documentation of fees collected. (License plates are created when 300 or more applications received.)

DISPOSITION INSTRUCTIONS: Destroy in office when license plates are issued.

ITEM 41969. ACTIVE PLATES BY CATEGORY FILE.

Computer generated printouts produced from State Titling and Registration System (STARS) Database (Electronic) File (Item 41979). Printouts list the number of active license plates by category and month.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 41974. INVENTORY OF PERSONALIZED PLATES FILE.

Computer generated printouts produced from State Titling and Registration System (STARS) Database (Electronic) File (Item 41979). Printouts list each license plate ordered weekly.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 41975. OFFICIAL LICENSE PLATE FILE.

Computer generated printouts received from the Governor's Office, General Assembly, Administrative Office of the Courts, and National Guard for the destination of official license plates. Printouts list each person's name, address, position, license plate number, and other related data.

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

ITEM 41979. 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.