

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
VEHICLE REGISTRATION SECTION  
TELEPHONE COMMUNICATION CENTER

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

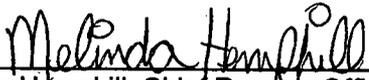
TELEPHONE COMMUNICATION CENTER

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 This schedule is to remain in effect until superseded.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



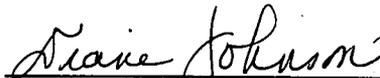
Melinda Hemphill, Chief Records Officer  
Department of Transportation



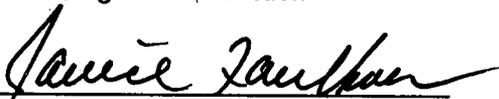
Beverly Wood, Supervisor  
Telephone Communication Center



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

APPROVED



E. Norris Tolson, Secretary  
Department of Transportation



Betty Ray McCain, Secretary  
Department of Cultural Resources

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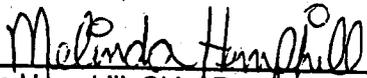
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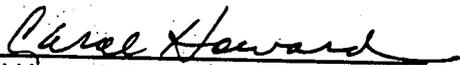
APPROVAL RECOMMENDED



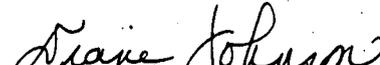
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Department of Transportation



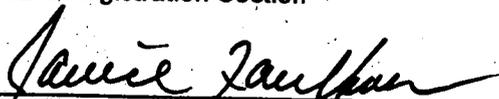
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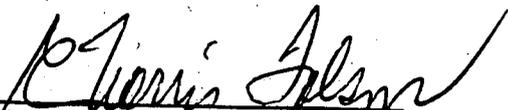


Janice Faulkner, Commissioner  
Division of Motor Vehicles

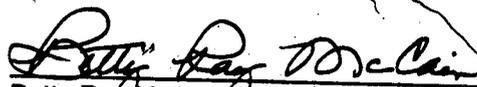


Jeffrey D. Crow, Director  
Division of Archives and History

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E. Norris Tolsen, 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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VEHICLE REGISTRATION SECTION  
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**ITEM 17456. OPEN SUSPENSE FILE.**

Correspondence concerning information needed to complete motor vehicle registration in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to Quality Assurance Unit or Mail and Distribution Unit as appropriate after 3 years for final disposition.

**ITEM 41953. 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.