

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
TITLE AND 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

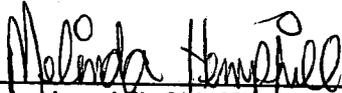
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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 This schedule is to remain in effect until superseded.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



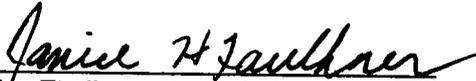
Brenda Crump, Assistant Supervisor
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Vehicle Registration Section



Diane Johnson, Assistant Director
Vehicle Registration Section



Janice Faulkner, Commissioner
Division of Motor Vehicles



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



David T. McCoy, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

July 12, 1999

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ITEM 9672. INSTANT TITLE APPLICATIONS FILE.

Applications for titles and/or licenses requesting same day issuance. (Title serial numbers, lien holders, date of issuance, and other related data are entered into State Titling and Registration System (STARS).)

DISPOSITION INSTRUCTIONS: Transfer to Scan Center, Titles (Beginning 1996) File (Item 3166) after information is keyed.

ITEM 9677. BRANDED TITLE APPLICATIONS FILE.

Applications for titles and/or licenses for salvaged vehicles that have been repaired. (Title serial numbers, lien holders, date of issuance, and other related data are entered into State Titling and Registration System (STARS).)

DISPOSITION INSTRUCTIONS: Transfer to Scan Center, Titles (Beginning 1996) File (Item 3166) after information is keyed.

ITEM 17972. CONFIDENTIAL PLATE FILE.

Correspondence concerning the issuance of confidential license plates for federal, state, county, and local agents. (Comply with applicable provisions of G.S. 20-39 regarding license plates for undercover officers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17973. CERTIFICATION LETTERS FILE.

Letters received from customers requesting information on insurance and/or vehicle registration. File also includes copies of fee letters, certification notices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17988. EQUIPMENT SHEET FILE.

North Carolina Motor Vehicles Code Number forms received. Forms list name and address of carrier, how carrier qualifies as a common carrier of freight or passengers, all carrier vehicles (year, make, and serial number), and North Carolina Utilities Commission (NCUC) authority for carrier to operate.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17989. CORRESPONDENCE FILE.

Correspondence with all for-hire carriers. File also includes date, description of vehicle in question, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 17990. SUSPENSE FILE.

Records concerning customers whose application for titles and/or licenses are incomplete or suspicious. File includes applications, correspondence concerning the acquisition of vehicles, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 17991. TAXI CERTIFICATION FILE.

Completed certifications of taxi operators' forms. Form includes name and address of vehicle owner; the make, year, serial number, and title number of vehicle; and approval by the town or city in which each vehicle operates.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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ITEM 43173. 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. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Erase/destroy in office when superseded or obsolete.