

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION

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

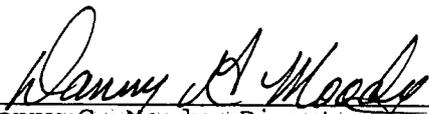
COLLISION REPORTS SECTION

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. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

COLLISION REPORTS SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Danny G. Moody, Director
Collision Reports Section



Jeannie L. Kearns
Chief Records Officer
Department of Transportation

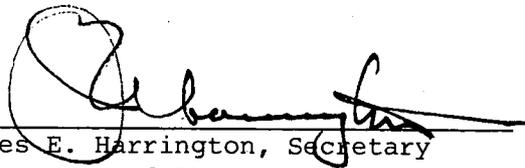


William S. Hiatt, Commissioner
Division of Motor Vehicles

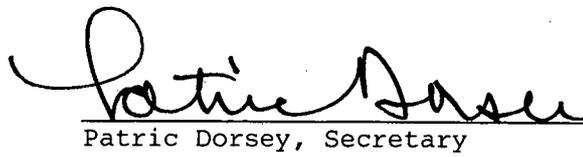


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James E. Harrington, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

August 1, 1988

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION

Amend the records retention and disposition schedule approved August 1, 1988 by changing the disposition instructions of Items 13629, 13638, 13641, 13642, 13657, and 13667, by changing the descriptions for Items 13629, 13636, 13638, 13639, 13641, 13642, 13657, 13667, and by adding Item 33593 as shown on substitute page dated October 16, 1992.

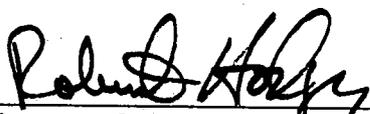
APPROVAL RECOMMENDED



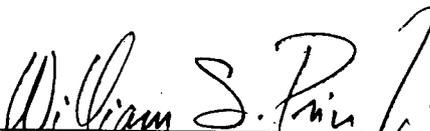
Carol Nemitz, Director
Collision Reports Section



Jeannie L. Kearns, Chief Records Officer
Department of Transportation

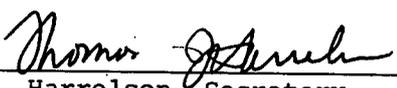


Robert Hodges, Commissioner
Division of Motor Vehicles



William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas J. Harrelson, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

November 30, 1992

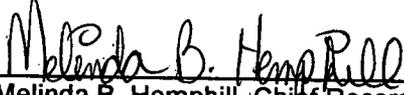
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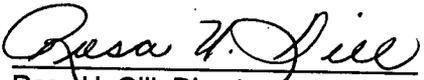
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION

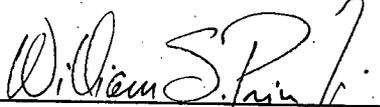
Amend the records retention and disposition schedule approved August 1, 1988 by changing the disposition instructions of Item 3179, Item 3180, Item 3181, Item 13639, Item 13644, Item 13647, Item 13650, Item 13676, Item 13680, Item 13683, Item 13684, Item 13685, Item 13688, Item 13689, Item 13690, Item 13692, as shown on substitute pages dated August 12, 1994.

APPROVAL RECOMMENDED


Melinda B. Hemphill, Chief Records Officer
Department of Transportation

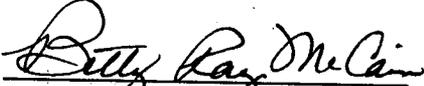

Rosa U. Gill, Director
Collision Reports Section


Alexander Kilens, Commissioner
Division of Motor Vehicles


William S. Price, Jr., Director
Division of Archives and History

APPROVED


R. Samuel Hunt, III, Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

August 12, 1994

MCC

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION

Records Retention and Disposition Schedule

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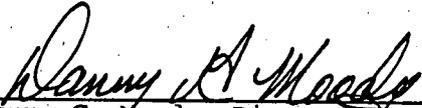
COLLISION REPORTS SECTION

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COLLISION REPORTS SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

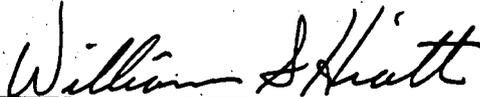
APPROVAL RECOMMENDED



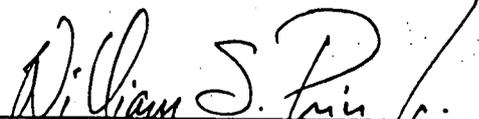
Danny G. Moody, Director
Collision Reports Section



Jeannie L. Kearns
Chief Records Officer
Department of Transportation

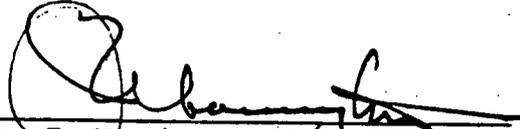


William S. Hiatt, Commissioner
Division of Motor Vehicles

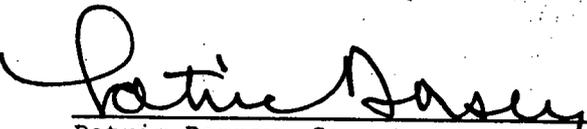


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James E. Harrington, Secretary
Department of Transportation



Patric Dorsey, Secretary
Department of Cultural Resources

August 1, 1988

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.

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**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
ACCIDENT REPORTS BRANCH**

ITEM 13635. TRAFFIC ACCIDENT REPORTS FILE.

Traffic accident reports used for investigating traffic accidents. Information about each accident includes location, accident sequence and diagram, vehicle inquiries, investigating officers description, and apparent violations.

DISPOSITION INSTRUCTIONS: Transfer after 20 days to Coding Branch for coding.

ITEM 13640. CORRECTION SHEET FILE.

Forms sent to investigating officers to correct information on the traffic accident reports.

DISPOSITION INSTRUCTIONS: Destroy in office when traffic accident report is corrected.

ITEM 33593. LOCATION INDEX FILE.

Computer printouts by location of accidents deleted from the system. Amended 11-30-92

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
CODING BRANCH**

ITEM 13643. TRAFFIC ACCIDENT REPORTS FILE.

Traffic accident reports that are in the process of being coded.

DISPOSITION INSTRUCTIONS: Transfer to the Data Entry Branch after completion of coding, transfer to the Pre-Evaluation Branch for detecting coding errors, and then transfer to the Microfilm Branch.

ITEM 13644. ARREST AND DISPOSITION TICKET (DIVISION COPY) FILE.

Arrest and disposition tickets not processed by court but received by the division for microfilming.
Amended 8-12-94

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
DIRECTOR'S OFFICE**

ITEM 3880. CORRESPONDENCE FILE.

Correspondence concerning the Collision Reports Section. File includes correspondence of state and departmental officials; division officials; general correspondence; newsletters; security records; records concerning seminars, departmental programs, associations, and public institutions; and reports. File also includes weekly time sheets, records of total hours worked, telephone invoices, and budget records.

DISPOSITION INSTRUCTIONS: Destroy in office general correspondence, newsletters, security records, and records concerning seminars after 1 year. Destroy in office correspondence concerning the collision reports section, state, departmental, and division officials; weekly time sheets, records of total hours worked, telephone invoices, and budget records after 4 years.

ITEM 3881. REFERENCE MATERIALS FILE.

Results of surveys conducted by the Collision Reports Section and others concerning highway safety. File includes both published and non-published material, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 13625. FEDERAL PROJECTS (GOVERNMENT HIGHWAY SAFETY PROGRAM) FILE.

Records concerning the federal government highway safety program. File includes grant applications, transfers of monies, correspondence, and budget and seminar information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

ITEM 13626. STATISTICAL INFORMATION FILE.

Published statistical information on traffic data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 13634. LEGISLATIVE FILE.

House and senate bills concerning agency.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
EVALUATION BRANCH**

ITEM 13652. GENERAL CORRESPONDENCE FILE.

Correspondence concerning traffic accidents where no accident report has been received. File includes insurance information and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13653. REPORTS FILE.

Administrative reports which include activity and accident reports and evaluations.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 13655. SECURITY DEPOSIT CASH FILE.

Traffic accident reports where a security deposit has been held to assure continuation of driving privileges.

DISPOSITION INSTRUCTIONS: Transfer to Post-Evaluation Branch, Active Traffic Accident Case File when security deposit is received.

ITEM 13656. UNIFORM MOTOR CARRIER LIABILITY INSURANCE FILE.

Records concerning insurance companies that cover uniform motor carriers operating within North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after cancellation of insurance policy.

ITEM 13658. REAL PROPERTY BONDS FILE.

Traffic accident reports where real property has been held as a bond to assure continuation of driving privileges.

DISPOSITION INSTRUCTIONS: Transfer to Post-Evaluation Branch, Active Traffic Accident Case File upon receipt of bond.

ITEM 13659. REFUND FILE.

Records concerning securities which have been refunded to drivers. File includes inactive copies of security refunds and traffic accident cases.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 13660. POWERS OF ATTORNEY MASTER FILE.

Correspondence concerning authorizing powers of attorney for active and inactive insurance companies licensed in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 1 year after power of attorney has been changed or company becomes inactive. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 13667. LEDGERS FILE.

Ledgers for active and inactive cash bonds. Amended 11-30-92

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 13677. LICENSED INSURANCE COMPANIES FILE.

Index of active and inactive insurance companies in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
MICROFILM BRANCH**

ITEM 13648. TRAFFIC ACCIDENT REPORT FILE.

Traffic accident reports that are processed for microfilming.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Retain one copy of microfilm in agency 7 years and then destroy. Transfer another copy of microfilm to Traffic Engineering Branch. Transfer paper records to the Pre-Evaluation Branch after microfilm has been verified and quality control procedures completed.

ITEM 13649. TRAFFIC ACCIDENT CASE FILE.

Traffic accident reports concerning accidents for closed cases. File includes correspondence, insurance information, driver/owner reports, and other related records.

DISPOSITION INSTRUCTIONS: Microfilm in agency after 1 year to state standards. Destroy microfilm in agency after 7 years. Destroy in office paper records after microfilm has been verified and quality control procedures completed.

ITEM 13651. ACTIVE TRAFFIC ACCIDENT CASE FILE.

Traffic accident cases that were not closed after 1 year. File may include driver's license suspension information.

DISPOSITION INSTRUCTIONS: Microfilm in agency to state standards. Destroy microfilm in agency after 7 years. Destroy in office paper records after microfilm has been verified and quality control procedures completed.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
POST-EVALUATION BRANCH**

ITEM 13661. CLOSED TRAFFIC ACCIDENT REPORTS AND CASES FILE.

Traffic accident reports and cases that have been finalized.

DISPOSITION INSTRUCTIONS: Transfer Traffic Accident Case File after 1 year to the Microfilm Branch to be microfilmed to state standards. Destroy in office paper records after microfilm has been verified and quality control procedures completed. Destroy microfilm in agency after 7 years. Destroy in office Traffic Accident Reports (previously microfilmed) after 1 year.

ITEM 13662. ACTIVE TRAFFIC ACCIDENT CASE FILE.

Traffic accident cases that are in process or were not closed after 1 year. File includes copy of driver's license suspension information.

DISPOSITION INSTRUCTIONS: Transfer after 4 years to the Microfilm Branch to be microfilmed to state standards. Destroy in office paper records after microfilm has been verified and quality control procedures completed. Destroy microfilm in agency after 7 years.

ITEM 13663. TRAFFIC ACCIDENT JUDGMENT FILE.

Traffic accident cases containing judgments.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after date of judgment.

ITEM 13664. DRIVER'S LICENSE SUSPENSION LETTERS FILE.

Suspension letters sent to drivers who have had accidents in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer 3 years after date of suspension to appropriate Traffic Accident Case File.

ITEM 13665. DRIVER'S LICENSE SUSPENSION LETTERS FOR OUT-OF-STATE ACCIDENTS FILE.

Suspension letters sent to North Carolina drivers involved in accidents out-of-state.

DISPOSITION INSTRUCTIONS: Destroy in office after clearance has been received from state in which accident occurred.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
PRE-EVALUATION BRANCH**

ITEM 13645. TRAFFIC ACCIDENT REPORTS (AFTER MICROFILMING) FILE.

Accident reports that require additional documentation prior to closing the case. File includes correspondence, insurance information, legal action reports, and other records.

DISPOSITION INSTRUCTIONS: Transfer to Post-Evaluation Branch after necessary documentation is made.

ITEM 13646. COMPUTER PRINTOUTS FILE.

Computer printouts of information entered on the computer from traffic accident reports. (Data is used to check errors.)

DISPOSITION INSTRUCTIONS: Destroy in office after 90 days.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
TRAFFIC DATA BRANCH**

ITEM 3179. "ARREST DISPOSITION" FILE.

Quarterly reports concerning accident and non-accident arrests. Amended 8-12-94

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 3713. FATAL ACCIDENTS REPORTS FILE.

Fatal accident reports including Medical Examiner's reports and death certificates.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 6 additional years and then destroyed.

ITEM 13666. CORRESPONDENCE FILE.

General correspondence for the Traffic Data Branch. File includes requests from insurance companies and the public concerning accident reports, forms, and acknowledgement letters.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 13668. DAILY REPORT OF ACCIDENTS IN NORTH CAROLINA FILE.

Records concerning daily traffic accidents reported by the State Highway Patrol.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 13669. TRAFFIC DEATH AND INJURY DAILY REPORTS FILE.

Daily reports concerning the number of traffic-related deaths and injuries released to the news media and other agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13670. FATAL ACCIDENT INDEX FILE.

An index of individuals who died in a fatal accident.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13671. MOTORCYCLE SUMMARY FILE.

Reports concerning motorcycle accidents. Information includes severity of accident, degree and location of injury, road class, age of motorcyclist, violation of motorcycle driver, and vehicle maneuver of the motorcycle.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 13672. MONTHLY REPORT OF FATAL TRAFFIC ACCIDENTS AND PEOPLE KILLED FILE.

Monthly reports listing fatal traffic accidents and people killed in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 13673. NATIONAL SAFETY COUNCIL FATALITY FILE.

Monthly reports for the National Safety Council listing traffic deaths in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13674. MONTHLY FATALITY RECORD FILE.

Monthly listings of traffic deaths per county.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
COLLISION REPORTS SECTION
TRAFFIC DATA BRANCH**

ITEM 13675. "ANNUAL SCHOOL BUS REPORT" FILE.

Records concerning accidents involving school buses. File includes information regarding type and location of accident, time of day accident occurred, age and sex of injured persons, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

ITEM 13678. PRELIMINARY REPORT OF SCHOOL BUS TRAFFIC ACCIDENTS FILE.

Monthly reports of school bus traffic accidents by county.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 13679. "HIGHWAY ACCIDENT PERSPECTIVE" FILE.

Monthly totals of accidents by county concerning fatal injuries, property damaged, and violations causing accidents. Copies of earlier "North Carolina Traffic Perspective Reports" are included.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

ITEM 13681. "TRAFFIC ACCIDENT SUMMARY FACTS" FILE.

Annual summaries of accidents which include the number of accidents, number of persons involved, locations of accidents, ages of injured persons, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

ITEM 13682. MONTHLY ACCIDENT COMPUTER PRINTOUT SUMMARY FILE.

Monthly computer printouts used for compiling monthly and annual accident statistics.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 13687. "HOLIDAY REPORTS" FILE.

Records concerning accidents, injuries, and fatalities occurring on legal holidays in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.