

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
OFFICE OF THE COMMISSIONER

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

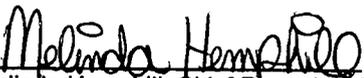
OFFICE OF THE COMMISSIONER

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

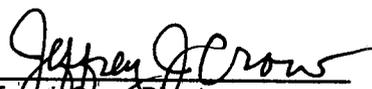
OFFICE OF THE COMMISSIONER

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 This schedule is to remain in effect until superseded.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

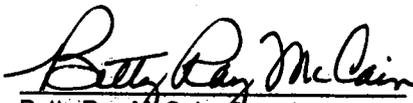

Melinda Hemphill, Chief Records Officer
Department of Transportation


Frederick Aikens, Acting Commissioner
Division of Motor Vehicles


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Garland B. Garrett, Jr., Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

May 27, 1996

MS

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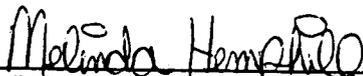
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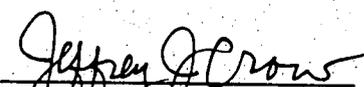
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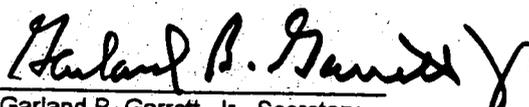
APPROVAL RECOMMENDED

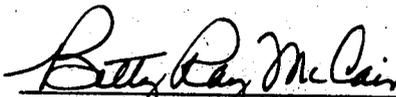

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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ITEM 3156. COMMISSIONER'S CORRESPONDENCE FILE.

Correspondence and memorandums to and from the Commissioner and all sections of the division, the public, and other state agencies. File also includes various reports, speeches, news releases, newsletters, organization charts, International Registration Plan (IRP) files, documentation on division goals and objectives, and other related records.

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.

ITEM 3157. DEPUTY COMMISSIONER'S CORRESPONDENCE FILE.

Correspondence and memorandums to and from the Deputy Commissioner and all sections of the division, the public, and other state agencies. File includes travel authorization requests, itineraries, procedures, reimbursements, reports, speeches, news releases, newsletters, work schedules, credit card information, and other related records.

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.

ITEM 3158. LEGAL FILE.

Letters and legal papers for non-resident defendants in motor vehicles suits. (Comply with applicable provisions of G.S. 1-105.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 17921. RECIPROCITY FILE.

Correspondence and memorandums to and from other states and countries with which the division has reciprocity agreements concerning driver licenses, registration, and trucking. File also includes other states' and countries' rules and policies.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 17925. LEASE FILE.

Correspondence and memorandums regarding the leasing of division buildings throughout North Carolina. File includes pictures, blueprints, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Motor Vehicles, Driver License Section.

ITEM 17926. LEGISLATIVE BILL FILE.

Records concerning proposed and/or enacted bills. File includes reference copies of bills introduced in the House of Representatives and Senate, legislative inquiries, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 17928. BUILDINGS FILE.

Correspondence, memorandums, blueprints, and other records concerning Division of Motor Vehicles buildings built throughout North Carolina. File includes architects' correspondence, insurance agreements, and all information on the Raleigh Division of Motor Vehicles Building completed in 1977.

DISPOSITION INSTRUCTIONS: Function and records transferred to Division of Motor Vehicles, Driver License Section.