



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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W. LYNDY TIPPETT
SECRETARY

March 9, 2005

TO: Traffic Safety Unit Staff

FROM: Brian K. Mayhew, PE 
Traffic Safety Systems Engineer

SUBJECT: Distribution and Disposal of Crash Reports (DMV-349)

The Federal Drivers Privacy Protection Act (FDPPA) and General Statute 20-43.1 apply to crash reports (DMV-349's). Certain information contained on the crash reports is considered personal, therefore, crash reports are required to be closed to the public. Information can only be released under certain conditions. This also affects the disposal of crash reports.

- Do not provide crash reports to the general public. Refer them to DMV.
- Consultants (PEF's) can be provided crash reports for their use when they are performing work on behalf of NCDOT. They should be made aware of the restrictions on the use of this information and are not allowed to publish or redisclose the information and can not contact any individual listed on the report. The responsible engineer for the PEF should complete and sign form TR-67A, which can be obtained from DMV or Jackie Johnson. A list of all crash ID's from the crash reports that are being provided to the PEF should be attached to the signed form.
- All crash reports should be shredded upon their disposal. Crash reports should not be placed in the trash or recycled unless they have been shredded.

Thank you for your attention to this concern. Please contact me at (919) 715-7818, or bmayhew@dot.state.nc.us, if you have any questions.

BKM:bkm

Attachment

cc: J. K. Lacy, PE, CPM
Terry Hopkins, PE
A. D. Wyatt, PE, PTOE