



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 403 Schedule No: 02-403.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF MOTOR VEHICLES
 403 - ADMINISTRATION

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records are nonconfidential. This schedule supersedes #25901.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		-
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/7/03	*	4/29/03
State Archivist	Date	Records Analyst	Date
*	5/2/03	*	2/25/03

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Motor Vehicle Dealer Records This series consists of applications, authority to operate and surety bonds. Each dealer is required to renew license every two years.</p> <p>Arranged alphabetically by dealer.</p>		C+3		C = Until bond expires.
<p>002.1 - Motor Vehicle Title and Registration Records (Originals) Applications for motor vehicle title and registration; copies of titles, registrations and Senior Citizen Motor Vehicle Tax Exemption Certificates; financial responsibility records regarding security deposits; military affidavits; etc. The records are filmed by transaction date and batch number order; they are retrieveable by person's name, driver's license number, vehicle identification number, and plate number.</p>	H	M	Y	<p>M = Until records are microfilmed.</p> <p>Original records that are microfilmed may be disposed after the film is certified "true and correct."</p> <p>The filming is done in Anchorage. Currently a work copy is sent to the Anchorage field office; master to Supply.</p> <p>Applicable data from this series is input into the Alaska Public Safety Information Network (APSIN).</p>
<p>002.2 - Motor Vehicle Title and Registration Records (Master Microfilm) Applications for motor vehicle title and registration; copies of titles, registrations and Senior Citizen Motor Vehicle Tax Exemption Certificates; financial responsibility records regarding security deposits; military affidavits; etc. The records are filmed by transaction date and batch number order; they are retrieveable by person's name, driver's license number, vehicle identification number, and plate number.</p>	M	50	Y	

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
002.3 - Motor Vehicle Title and Registration Records (Work Copy Microfilm) Applications for motor vehicle title and registration; copies of titles, registrations and Senior Citizen Motor Vehicle Tax Exemption Certificates; financial responsibility records regarding security deposits; military affidavits; etc. The records are filmed by transaction date and batch number order; they are retrieveable by person's name, driver's license number, vehicle identification number, and plate number.	M	50	Y	
003 - Credit Card Receipts (Originals) This fileset consists of separate receipting documentation for credit card transactions. Arranged chronologically by deposit number.		3		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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