



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 404 Schedule No: 02-404.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF MOTOR VEHICLES
 404 - DRIVER SERVICES

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 #26101.

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>001.1 - Driver License Application File (Originals) This series consists of the driver's license application, driver personal data and certification. There is a microfilm index to assist in computer aided retrieval.</p>	H	M	Y	<p>M = Until microfilmed.</p> <p>Original records may be disposed after the film is certified "true and correct."</p> <p>Items #001 through #004 are all considered part of the driver license history file. They are separated out on this schedule because of differing retention times and are located on separate microfilm reels.</p>
<p>001.2 - Driver License Application File (Master Microfilm) This series consists of the driver's license application, driver personal data and certification. There is a microfilm index to assist in computer aided retrieval.</p>	M	7	Y	
<p>001.3 - Driver License Application File (Work Copy Microfilm) This series consists of the driver's license application, driver personal data and certification. There is a microfilm index to assist in computer aided retrieval.</p>	M	7	Y	
<p>002.1 - Citation File (Originals) This series documents municipal police and Alaska State Trooper citations and may consist of the following: Uniform Summons & Complaint or Uniform Citation, documenting nature of violation, type of vehicle involved, fine/bail amount and DMV coding for computer input. There is a microfilm index to assist in computer aided retrieval.</p>	H	M	Y	<p>M = Until microfilmed.</p> <p>Original records may be disposed after the film is certified "true and correct."</p>
<p>002.2 - Citation File (Master Microfilm) This series documents municipal police and Alaska State Trooper citations and may consist of the following: Uniform Summons & Complaint or Uniform Citation, documenting nature of violation, type of vehicle involved, fine/bail amount and DMV coding for computer input. There is a microfilm index to assist in computer aided retrieval.</p>	M	7	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 - Citation File (Work Copy Microfilm) This series documents municipal police and Alaska State Trooper citations and may consist of the following: Uniform Summons & Complaint or Uniform Citation, documenting nature of violation, type of vehicle involved, fine/bail amount and DMV coding for computer input. There is a microfilm index to assist in computer aided retrieval.	M	7	Y	
003.1 - Miscellaneous Documents File (Originals) This series may consist of SR 22's or Financial Responsibility Forms which certify insurance coverage, referencing name of insurer, policy number and vehicle type. There is a microfilm index to assist in computer aided retrieval.	H	M	Y	M = Until microfilmed. Original records may be disposed after the film is certified "true and correct." Reference documents are listed under "M" on the attached Microfilm Codes.
003.2 - Miscellaneous Documents File (Master Microfilm) This series may consist of SR 22's or Financial Responsibility Forms which certify insurance coverage, referencing name of insurer, policy number and vehicle type. There is a microfilm index to assist in computer aided retrieval.	M	7	Y	
003.3 - Miscellaneous Documents File (Work Copy Microfilm) This series may consist of SR 22's or Financial Responsibility Forms which certify insurance coverage, referencing name of insurer, policy number and vehicle type. There is a microfilm index to assist in computer aided retrieval.	M	7	Y	
004.1 - License Action File (Originals) This records series documents all actions related to licensure and may consist of the following: Judgment and Hearing Record, DMV Notice and Order of Revocation, Suspension Notice, complaints, test records, cancellation files, certified mail receipts, computer printouts and miscellaneous court documents. There is a microfilm index to assist in computer aided retrieval.	H	M	Y	M = Until microfilmed. Original records may be disposed after the film is certified "true and correct."

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004.2 - License Action File (Master Microfilm) This records series documents all actions related to licensure and may consist of the following: Judgment and Hearing Record, DMV Notice and Order of Revocation, Suspension Notice, complaints, test records, cancellation files, certified mail receipts, computer printouts and miscellaneous court documents. There is a microfilm index to assist in computer aided retrieval.</p>	M	11	Y	Justification for eleven year retention: Per AS 28.15.181 the minimum period of license revocation is five years for a person previously convicted under AS 28.15 more than two times.
<p>004.3 - License Action File (Work Copy Microfilm) This records series documents all actions related to licensure and may consist of the following: Judgment and Hearing Record, DMV Notice and Order of Revocation, Suspension Notice, complaints, test records, cancellation files, certified mail receipts, computer printouts and miscellaneous court documents. There is a microfilm index to assist in computer aided retrieval.</p>	M	11	Y	Justification for eleven year retention: Per AS 28.15.181 the minimum period of license revocation is five years for a person previously convicted under AS 28.15 more than two times.
<p>005 - Accident Case Files Fileset consists of the accident report and backup materials. Arranged chronologically and then by report number.</p>		C+6		C = Until the case is settled.
<p>006 - Point System License Suspension Case Files This series consists of suspension and warning notices, defensive driving course documents, notes to the file and computer printouts.</p>		C+4	Y	C = Until the case is closed. This series is maintained by the Driver Improvement Unit in Anchorage. Administrative hearing audio tapes may be recycled.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>007 - DMV ALVIN Applications The Division administers the following applications on ALVIN: AAMVAnet, Driver Licenses, Driver History, Insurance Record, Vehicle Titles and Registrations, Microfilm Index, Ad-Hoc Vehicles, Public Terminal, Handicap Permits.</p>		C		<p>C = Until information is superseded or obsolete.</p> <p>ALVIN = Alaska License & Vehicle Information Network.</p> <p>AAMVAnet = American Association of Motor Vehicle Administrators Network Services.</p>
<p>008 - Motor Vehicle Tax Exemption Program Case Files (Senior Citizens) This series documents senior citizen participation in the Motor Vehicle Tax Exemption program and consists of the following: correspondence and Application for Motor Vehicle Tax Exemption.</p> <p>Arranged by alphabetically by municipality. Batched by month of vehicle registration renewal.</p>		3		<p>Office of record is the Driver Services.</p>

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<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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