



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 25901

Agency ID #: 403

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<p><b>DEPARTMENT OF ADMINISTRATION</b></p> <p><b>DIVISION OF MOTOR VEHICLES</b></p> <p><b>ADMINISTRATION</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

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

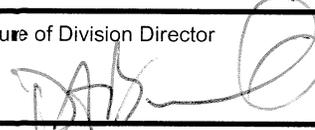
Unless otherwise indicated all records are nonconfidential. This records schedule supercedes #25900 and includes records administered by 23 field offices and 12 commission agents statewide.

Statutory Authority: AS 28.05, .15, .17, .20, .22, .33; AS 21.89.025; AS 18.65.310-320; 13 AAC 08.370; 13 AAC 25.010.190.

The Division of Motor Vehicles registers and titles motor vehicles and licenses drivers statewide. It serves most of the Alaska adult population over 16 years of age by providing evidence of motor vehicle ownership and by issuing driver licenses to those qualified. The Division is also responsible for the administration of the safety responsibility law, driver improvement point system and the collection of municipal vehicle taxes. The goal of the DMV is to ensure that Alaska's highways are safe and that driver's licenses of drunk drivers, uninsured motorists and habitual traffic law violators are suspended.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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

Division Director  <b>Duane Bannock</b>	State Archivist  	Date 5/2/03	Attorney General  	Date 4/7/03	
Signature of Division Director  	Date	Records Analyst  <b>D. Dawson</b>	Date 2/25/03	Commissioner of Administration  	Date 4/29/03

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes files relating to general correspondence, reading files, budget, accounting, travel, personnel, and any other records of an administrative nature.</p> <p>The Administrative Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives &amp; Records homepage.</p>

2	<p><b>Motor Vehicle Dealer Records:</b></p> <p>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+3		C=Until bond expires.
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3	<p><b>Motor Vehicle Title and Registration Records (Original Hardcopy):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>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>	C	-	-	M	X	<p>C=Until records are microfilmed. Original records that are microfilmed may be disposed after the film is certified "true and correct." 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>
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		50	-	-	50		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Credit Card Receipts (Originals):</b></p> <p>This fileset consists of separate receipting documentation for credit card transactions.</p> <p>Arranged chronologically by deposit number.</p>	3	-	-	3		