



RECORDS RETENTION SCHEDULE

DEPARTMENT OF ADMINISTRATION

DIVISION OF MOTOR VEHICLES (DMV)

DRIVER SERVICES

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

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 #26100.

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	State Archivist	Date	Attorney General	Date
Duane Bannock	<i>[Signature]</i>	5/2/03	<i>[Signature]</i>	4/7/03
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	D. Dawson	2/25/03	<i>[Signature]</i>	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	Driver License Application File (Original Paper):	C	-	-	M	X	C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." Items 1 thru 4 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.
	(Master Microfilm):	-	7	-	7		
	(Work Copy Microfilm):	7	-	-	7		
2	Citation File (Original Paper):	C	-	-	M	X	C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." 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.
	(Master Microfilm):	-	7	-	7		
	(Work Copy Microfilm):	7	-	-	7		
3	Miscellaneous Documents File (Original Paper):	C	-	-	M	X	C=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. 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.
	(Master Microfilm):	-	7	-	7		
	(Work Copy Microfilm):	7	-	-	7		

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	License Action File (Original Paper):	C	-	-	M	X	C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." 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.
	(Master Microfilm):	-	11	-	11		
	(Work Copy Microfilm):	11	-	-	11		
	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.						
5	Accident Case Files: Fileset consists of the accident report and backup materials. Arranged chronologically and then by report number.	C+6	-	-	C+6		C=Until the case is settled.
6	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.	C+4	-	-	C+4	X	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.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>DMV ALVIN Applications:</p> <p>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	-	-	C		<p>C=Until information is superceded or obsolete.</p> <p>ALVIN: Alaska License & Vehicle Information Network.</p> <p>AAMVAnet: American Association of Motor Vehicle Administrators Network Services.</p>

8	<p>Motor Vehicle Tax Exemption Program Case Files (Senior Citizens):</p> <p>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	-	-	3		<p>Office of record is the Driver Services.</p> <p>This records series was previously listed on schedule #211102, State Assessor.</p>
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