



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Motor Vehicles, Bureau of. Driver Improvement and Safety Responsibility

Agency: Driver Improvement and Safety Responsibility D Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	87-153	<b>ACTIVE CONVICTIONS (WHICH RESULT IN A SUSPENSION)</b> Files on individuals whose license is suspended for traffic convictions, including copies of notices sent to drivers and court documents, such as the Abstract of Court Record (SR 16), Uniform Traffic Tickets, or Court Orders. Retention based on IC 9-30-10-4, IC 9-30-10-5, IC 9-30-10-14, IC 9-30-10-15, and 49 CFR 384.231(d). Disclosure of these records may be affected by IC 9-14-3.5-7.	IMAGE according to current IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any remaining microfilm from older records after a total of fifty-five (55) years.
2	2001-07	<b>MEDICAL AND VISION FILES</b> Confidential files on license terminations due to drivers-medical or vision problems, at the recommendation of the Indiana Driver Licensing Medical Advisory Board. A typical file may contain a questionnaire, Certificate of Vision (Eye Referral), State Form Number 22106, and/or Applicant for Biotopic Drivers, State Form Number 13226. Retention based on IC 9-30-10-4, IC 9-30-10-5, IC 9-30-10-14, and IC 9-30-10-15. Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and 9-14-3.5-7.	IMAGE according to current IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any remaining microfilm from older records after a total of twenty (20) years.
3	2015-22	<b>MOTORCYCLE SAFETY PROGRAM RECORDS</b> Contractors participating in the motorcycle safety program under IC 9-27-7-5 are required to collect all class, student, and testing data, which includes payment information, and deliver it electronically to the Indiana Bureau of Motor Vehicles. Disclosure of these records may be affected by IC 9-14-3-5. Retention based on IC 34-13-1-1.	DELETE ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	83-1386	<b>CERTIFICATION OF INDIANA ABSTRACT OF COURT RECORD</b> Retention based on IC 9-30-10-4, IC 9-30-10-5, IC 9-30-10-13(a), IC 9-30-10-14 and IC 9-30-10-15. Disclosure of these records may be affected by IC 9-14-3.5-7.	IMAGE according to current IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any remaining microfilm from older records after a total of fifty-five (55) years.
5	93-31	<b>NOTIFICATION FILES</b> Documentation of notices mailed to drivers of state action against the license or of action required to prevent suspension of the license. Retention based on IC 9-30-10-4, IC 9-30-10-5, IC 9-30-10-14 and IC 9-30-10-15. Disclosure of these records may be affected by IC 9-14-3.5-7.	IMAGE according to current IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any remaining microfilm from older records after a total of fifty-five (55) years.
6	96-102	<b>FINANCIAL RESPONSIBILITY FILES</b> Typical file consists of forms that document the financial responsibility of a driver at the time of a traffic violation. These forms may include a Certificate of Compliance, an Affidavit of Current Insurance (SR 50), American Association of Motor Vehicle Administrators (AAMVA) Uniform Financial Responsibility Form (SR 22), Cancellation Notice of the SR 22 (SR 26) and Indiana Operator-s Proof of Insurance / Crash Report (SR 21). Retention based on IC 9-30-10-4, IC 9-30-10-5, and IC 9-30-10-15. Disclosure of these records may be affected by IC 9-14-3-5 and IC 9-14-3.5-7.	SCAN according to current IARA imaging standards upon receipt. DESTROY hard copy records after verification of the images for completeness and legibility. DELETE electronic records and DESTROY any financial responsibility files already on microfilm after ten (10) years.