RECORDS RETENTION AND DISPOSITION SCHEDULE

Motor Vehicles, Bureau of. Branch Operations And Bureau of Motor Vehicles Commission.

Agency: Branch Operations And Bureau of Motor Vehicles	Division:		
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	2008-57	**MILITARY REQUEST FOR SALES AND EXCISE TAX EXEMPTIONS** Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	2008-58	**VERIFICATION OF VALID INDIANA LEARNER'S PERMIT OR DRIVER'S LICENSE - SF 49762 and 49763** Retention based on IC 9-30-10-4.	TRANSFER to the RECORDS CENTER after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY in the RECORDS CENTER after an additional nine (9) years.
3	2008-59	**CALL CENTER RECORDINGS** Collected to review for short-term quality control.	DESTROY/ERASE after 48 (forty-eight) hours.
4	2008-60	**APPLICATIONS FOR DISABILITY PLATES** Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.