



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Motor Vehicles, Bureau of. Security And Investigations Division.

| Agency: Security And Investigations Division |               | Division:   |  |
|--|---------------|---|--|
| ITEM NO.                                     | RECORD SERIES | TITLE/DESCRIPTION<br>(This Retention Schedule is approved on a space-available basis)   | RETENTION PERIOD   |
| 1  | 2008-61       | <b>INCIDENT REPORTS</b><br>Documentation of investigations of non-employee injury to person or property reported at BMV branches. Retention based on IC 34-11-2-4.                                      | DESTROY after two (2) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 2  | 2008-62       | <b>INVESTIGATIONS RECORDS</b><br>Forms, records, and/or accountable items that pertain to an investigation of non-employee fraudulent or inappropriate conduct.<br><br>Retention based on IC 34-11-2-7. | DESTROY after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |