



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Motor Vehicles, Bureau of. Vehicles And Fulfillment Division.

Agency: Vehicles And Fulfillment Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	82-7	<p><b>MOTOR VEHICLE TITLES &amp; SUPPORTING DOCUMENTS</b></p> <p>This record consists of the Title Application (SF 44049 or SF 205), and all supporting documentation legally allowing the Bureau of Motor Vehicles to create the title. Original records may be received in hard copy or electronic format. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 580.8, with five (5) additional years for vehicle history and possible law-enforcement investigation.</p>	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any microfilm created under previous retention instructions after ten (10) years.
2	89-66	<p><b>WATERCRAFT TITLES AND SUPPORTING DOCUMENTS</b></p> <p>This record consists of the Title Application (SF 38529 or SF 35913), and all supporting documentation legally allowing the Bureau of Motor Vehicles to create the title. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 580.8, with five (5) additional years for vehicle history and possible law-enforcement investigation.</p>	IMAGE according to IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any microfilm created under previous retention instructions after ten (10) years.
3	2008-63	<p><b>ABANDONED/IMPOUNDED VEHICLE REPORT</b></p> <p>Notice to BMV and law enforcement of abandoned or impounded vehicle removal and release, required by IC 9-22.</p>	DESTROY after three (3) years.
4	2008-64	<p><b>GOVERNMENT REQUEST FOR SALES AND EXCISE TAX EXEMPTIONS</b></p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	2008-65	<p><b>OBJECTIONABLE PLATE LETTER</b></p> <p>Letter to the branch from the Bureau of Motor Vehicles instructing that a specific Personalized License Plate will NOT be made because the alpha-numeric combination has been determined to be objectionable. This is now processed electronically, but some hard copies may still exist at branches.</p>	DESTROY any hard copies and DELETE electronic records after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	84-768	<p><b>REGISTRATIONS AND TRANSMITTALS</b></p> <p>Any required supporting documentation for the type of registration conducted. May include transmittal form from the branch, which is no longer generated.</p>	IMAGE according to IARA imaging standards upon receipt. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records and DESTROY any microfilm created under previous retention instructions after five (5) years.
7	84-769	<p><b>OPEN LETTERS</b></p> <p>File has copies of the letters, Application for Title and supporting documents returned to the BMVC License Branches for temporary problems prohibiting issuance of the title. Because these problems are temporary, the corresponding fees are retained at the Bureau of Motor Vehicles. File is arranged alphabetically by BMVC License Branch within each year, and may contain: error correction/computer rejects, paid corrections, non-paid corrections, non-correctable errors resulting in refunds, and watercraft temporary problems. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 580.8, with five (5) additional years for vehicle history and possible law-enforcement investigation.</p>	DESTROY unresolved letters and supporting documents after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. If resolved before that time, TRANSFER to Motor Vehicle Titles and Supporting Documents (R.S. 82-7).

8	84-773	<b>VEHICLE AND WATERCRAFT TITLE INVOICES</b> This is a daily report from the Bureau of Motor Vehicles Commission to the Bureau of Motor Vehicles on money collected for titles. It includes the BMVC License Branch number, invoice number, person-s name, vehicle identification number and date of the report. This report is available on the BMV's STARS database.	DELETE electronic information after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	90-169	<b>STOP TITLE ORDER, SF 11845</b> In accordance with 140 IAC 6-1-21, the Bureau of Motor Vehicles issues an administrative order that will permanently or temporarily suspend processing or future processing of a title application and the subsequent issuance of a new certificate of title. Removal of the Stop Title Order is within the discretion of the Commissioner with Stop Title Order Releases and any supporting documents also retained. Disclosure of these records may be affected by IC 5-14-3-4(b).	DESTROY two (2) years after release of the Stop Request Order by the Commissioner and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	90-170	<b>DOCUMENT LOGS</b> This log, which may exist in paper or electronic format, is used to record the index to Motor Vehicle Titles and Supporting Documents, plus related computer operations.	DESTROY/DELETE when all corresponding microfilm/electronic information is destroyed or after ten (10) years, whichever is later.
11	97-12	<b>RETURNED MAIL</b> File contains vehicle and watercraft titles and all vehicle requests returned to the Bureau of Motor Vehicles by the U.S. Postal Service due to no forwarding address.  [Record Series History note: BMV Record Series 97-12 is a completely separate series from ISDH Record Series 97-012, due to an administrative error (double assignment of numbers) in 1997. At the next revision of the relevant State Department of Health retention schedule, a new record series number will be assigned to RS 97-012, to eliminate any possible confusion.]	DESTROY six (6) months after receipt of the returned mail.
12	97-13	<b>APPLICATION FOR ASSIGNED HULL IF NUMBER, SF 43725, AND SUPPORTING DOCUMENTS</b> These applications and supporting documents allow the Bureau of Motor Vehicles to create a Certificate of Hull Identification, SF Number 38915. Before a watercraft can be titled, it must have a Hull Identification Number.	DESTROY ten (10) years after the year of titling and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	97-14	<b>VOIDED WATERCRAFT TITLES</b> A water craft title could be voided if the owner has a valid title in another state, the title has been cancelled by the Bureau of Motor Vehicles or due to computer or printing errors at the BMVC License Branch. Disclosure of these records may be affected by IC 9-14-13.	DESTROY on voiding or cancellation of the watercraft title and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	97-15	<b>CARGB</b> These are computer files consisting of three sections: Speed Title Requests, Indiana Department of Vehicle Liens, and Child Support Vehicle Liens. A fee may be charged per IC 9-17-2-13.5. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	DESTROY/DELETE after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
15	2017-15	<b>MOBILE OR MANUFACTURED HOME TITLES AND SUPPORTING DOCUMENTS</b> This record consists of the Title Application, (SF 44049 or SF 205), and all supporting documentation legally allowing the Bureau of Motor Vehicles to create the title. Original records may be received in hard copy or electronic format. Disclosure of these records may be affected by IC 9-14-3-5(b) and -6. Twenty (20) year retention required by P.L. 2017-235-14.	IMAGE hard copies according to current IARA imaging standards upon receipt. TRANSFER hard copies to the RECORDS CENTER after verification of the images for completeness and legibility. DESTROY or DELETE all formats after twenty (20) years.