



RECORDS RETENTION AND DISPOSITION SCHEDULE

Motor Vehicles, Bureau of. Driver Services Division.

Agency: Driver Services Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2001-53	HANDICAP PLACARD APPLICATIONS (TEMPORARY AND PERMANENT) his application will contain information from and signature of the individual, certifying the individual as either permanently or temporarily disabled.	IMAGE 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 microfilm created under previous retention instructions after ten (10) years.
2	82-807	DRIVERS LICENSE APPLICATION Typical file may include a driver's license report, Renewal for Drivers License (SF 2769) Application for Learner Permit (SF 656), financial responsibility information, driver's education certificate and other related documents. For Commercial Driver Applications, supporting documents may also include control number inquiries, letters indicating the applicant's driving record is clear in another state, the Driver's Mandatory Notification advising the applicant of outstanding citations in another state(s), traffic citations, plus a "canceling and combining" computer report. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 383.35.	IMAGE 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 microfilm created under previous retention instructions after ten (10) years.
3	91-68	DAILY WORK REPORTS AND MASTER LOGS Indexes to document location. The BMV records the invoice number, date the license was issued, date applications were received, Bureau of Motor Vehicles Commission License Branch number, invoice number, total number of documents in that invoice, microfilming date and roll number, where applicable depending on type of document. This record is no longer created, but records that have not yet reached eligibility for destruction still remain.	IMAGE 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 microfilm created under previous retention instructions after ten (10) years.
4	97-11	DRIVER RECORDS INFORMATION REQUESTS Pursuant to IC 9-14-13-2, the Bureau of Motor Vehicles can disclose personal information from a motor vehicle record for limited purposes. Persons meeting the requirements of the state statute may use a form or submit the request on letterhead stationery. The Division will note in an individual's driving record that an information request was made. Disclosure of these records may be affected by IC 9-14-13.	IMAGE 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 microfilm created under previous retention instructions after ten (10) years.