



DEPARTMENT OF PERSONNEL & ADMINISTRATION
 STATE ARCHIVES AND PUBLIC RECORDS
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
 05-102

DEPARTMENT REVENUE		DIVISION Motor Vehicle	SECTION Titles & Registrations	PERMANENT NON-PERMANENT
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS
1	Floor Plan Declaration	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Law Enforcement Vehicle Info Req.	11 Years + Current		
3	Private Tow Vehicle Info Request	11 Years + Current		
4	Special License Relinquishment	11 Years + Current		
5	Tow Bill Info/Reject	11 Years + Current		
6	Confidential Record Access App	11 Years + Current		
7	App for Registration of MM Off Hwy	11 Years + Current		
8	SMM 2% OT Authorized Request	11 Years + Current		
9	MV Bill of Sale for Purged CO Tit	11 Years + Current		
10	Pearl Harbor Survivor Lic Plates App	11 Years + Current		
11	App for Farm Plates	11 Years + Current		
12	Trustee Statement for Cert. of Title	11 Years + Current		
13	MV Bill of Sale	11 Years + Current		
14	Power of Attorney, Secure	11 Years + Current		
15	Power of Attorney	11 Years + Current		
16	Monthly Moped Report	11 Years + Current		
17	To Whom It May Concern	11 Years + Current		
18	Fleet Owners Registration Com Exp	11 Years + Current		
19	Remittance Return	11 Years + Current		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Kitzler</i>	Date <i>10/6/2004</i>	Records Liaison Officer's Signature <i>Julie Graybal</i>	Date <i>10-4-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Julie Symanski</i>	Date <i>10/29/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

05-102

Page 2 of 6

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Titles & Registrations	PERMANENT NON-PERMANENT
			x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
20	Special Plate Replacement	11 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
21	To All Social Services Agencies	11 Years + Current	
22	Temporary Permit	11 Years + Current	
23	Temporary Permit Stub	11 Years + Current	
24	Depot Renewal	11 Years + Current	
25	Handicap Renewal	11 Years + Current	
26	Application for Handicap	11 Years + Current	
27	SMM Dealer Plate Application	11 Years + Current	
28	Application for Transporter Plates	11 Years + Current	
29	App for Purple Heart License Plates	11 Years + Current	
30	Vehicle Rental Monthly Request	11 Years + Current	
31	Vehicle Rental Company Request	11 Years + Current	
32	Registration for Natl Guard Plates	11 Years + Current	
33	Application for Moped Agent	11 Years + Current	
34	Affidavit Non-Use	11 Years + Current	
35	Odometer Disclosure Statement	11 Years + Current	
36	Dealers Bill of Sale	11 Years + Current	
37	Application for CO Assigned VIN	11 Years + Current	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Jerry Ketselsen</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>10-4-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Sally Symanski</i>	Date <i>10/29/04</i>



**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO.
05-102

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Titles & Registrations	PERMANENT NON-PERMANENT
			PERMANENT x NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
38	Statement of Assigned Homemade	11 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
39	Application for Salvage Title	11 Years + Current	
40	Application for Title of Motor Vehicle	11 Years + Current	
41	Statement of Repossession Vehicle	11 Years + Current	
42	Application for Duplicate Title	11 Years + Current	
43	Title Established by Salvage Receipt	11 Years + Current	
44	Vendor of MV Titles Forms	11 Years + Current	
45	Certificate of Exchange of Chattel Mortgage	11 Years + Current	
46	Nonpost Correction Slip of Title App	11 Years + Current	
47	County Statement of Acceptance of Responsibility	11 Years + Current	
48	Statement of One and the Same	11 Years + Current	
49	Bond Statement Guide	11 Years + Current	
50	County Ref for Duplicate Title	11 Years + Current	
51	Special ID Number Dec of Facts	11 Years + Current	
52	Rejected App Review	11 Years + Current	
53	Team Basket Cards	11 Years + Current	
54	County Listing	11 Years + Current	
55	Statement of Fact	11 Years + Current	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Jerry Kitzler</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>10-4-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Sally Jynauski</i>	Date <i>10/29/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-102

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Titles & Registrations	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
56	Statement of Transfer	11 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
57	Title Hold	11 Years + Current		
58	Duplicate Title Rejection Sheet	11 Years + Current		
59	Bond Mechanic Storage Lien Reject	11 Years + Current		
60	Application for GTM Truck or Tractor	11 Years + Current		
61	Motor Vehicle Registration	11 Years + Current		
62	Emergency Vehicle Authorization	11 Years + Current		
63	Request for Former POW Plates	11 Years + Current		
64	Application for Depot Plates	11 Years + Current		
65	Title Info Request & Receipt	11 Years + Current		
66	Request for Duplicate Title	11 Years + Current		
67	Registration Info Request	11 Years + Current		
68	Application for Moped Registration	11 Years + Current		
69	Affidavit Non-residence and Military Exemption	11 Years + Current		
70	Authorize for additional POW Plates	11 Years + Current		
71	SME Rent/Lease Equip Tab Rep	11 Years + Current		
72	Certification of Equipment Compliance	11 Years + Current		
73	Certified VIN Inspection	11 Years + Current		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Perry Keltner</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>10-4-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Sally Synovick</i>	Date <i>10/29/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION
 STATE ARCHIVES AND PUBLIC RECORDS
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
 05-102

Page 5 of 6

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Titles & Registrations	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
74	Lost in Transit Statement	11 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
75	Proc for Assign of Special ID	11 Years + Current		
76	Rebuilt from Salvage	11 Years + Current		
77	Title or Salvage Title by Mechanic/Storage	11 Years + Current		
78	Small Estate Affidavit Correspondence Reject Letter	11 Years + Current		
79	HVUT Exemption	11 Years + Current		
80	Specified Rejection Sheet	11 Years + Current		
81	County Title Rejection Sheet	11 Years + Current		
82	Application for Motorbike Registrat.	11 Years + Current		
83	Private Tow Checklist	11 Years + Current		
84	Private Tow Requirements	11 Years + Current		
85	Public Tow Requirements	11 Years + Current		
86	Application for Personalized Plates	11 Years + Current		
87	Personalized/Designer Conv App	11 Years + Current		
88	Alumni License Plate Appr Cert	11 Years + Current		
89	Alumni Olympic Plates	11 Years + Current		
90	Year of Manufacture Plate Application	11 Years + Current		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful Evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am Authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all Conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Jerry Ketchum</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Raybel</i>	Date <i>10-4-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Sally Symant</i>	Date <i>10/29/04</i>



DEPARTMENT OF PERSONNEL & ADMINISTRATION
 STATE ARCHIVES AND PUBLIC RECORDS
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
 05-102

Page 6 of 6

DEPARTMENT REVENUE		DIVISION Motor Vehicle	SECTION Titles & Registrations	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
91	Title or Salvage Record Established by Bond	11 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
92	Daily Production Sheets	1 Year + Current			
93	Employee Time Sheets	3 Years + Current			
94	Performance Reviews & PDQ's	Retain until employee leaves or superseded			
95	Request For Leave	1 Year + Current			
96	Leave Summary Reports	1 Year + Current			
97	Special Org Plate Application	11 Years + Current			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Ketschen</i>	Date 10/8/2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 10-4-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 3/28/05	State Auditor's Signature <i>Dolly Symanski</i>	Date 10/29/04