



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

ARCHIVES NO.  
 05-212

| DEPARTMENT REVENUE |                                | DIVISION MVBG   | SECTION DRIVER CONTROL | PERMANENT x  | NON-PERMANENT x |
|--------------------|--------------------------------|---|------------------------|--|-----------------|
| ITEM NO.           | DESCRIPTION                    | RETENTION PERIOD  |                        | SPECIAL INSTRUCTIONS   |                 |
| 1                  | Accidents                      | Permanent   |                        | Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit. |                 |
| 2                  | Citations                      | Permanent   |                        |  |                 |
| 3                  | Declaration Sheets             | Permanent   |                        |  |                 |
| 4                  | Express Consent                | Permanent   |                        |  |                 |
| 5                  | Driver Control Restraints      | Permanent   |                        |  |                 |
| 6                  | Certified Proof of Service     | Permanent   |                        |  |                 |
| 7                  | Cashier Reports                | Permanent   |                        |  |                 |
| 8                  | Driver Control Files           | Permanent   |                        |  |                 |
| 9                  | Habitual Traffic Offender      | Permanent   |                        |  |                 |
| 10                 | Deletes <i>Record</i>          | Permanent   |                        |  |                 |
| 11                 | Demographics <i>FILE</i>       | Permanent   |                        |  |                 |
| 12                 | Hearings                       | Permanent   |                        |  |                 |
| 13                 | Non Resident Violation Compact | Permanent   |                        |  |                 |
| 14                 | Outstanding Judgement          | Permanent   |                        |  |                 |
| 15                 | Requestor Release Affidavit    | Until Obsolete, superseded, or administrative value is lost |                        |  |                 |
| 16                 | Program 2 <i>FILES</i>         | Until Obsolete, superseded, or administrative value is lost |                        |  |                 |
| 17                 | Program 3 <i>FILES</i>         | Until Obsolete, superseded, or administrative value is lost |                        |  |                 |
| 18                 | Reinstatements                 | Permanent   |                        |  |                 |

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<br><i>Larry Peterson</i>        | Date<br><i>6/14/2005</i> | Records Liaison Officer's Signature<br><i>Julie Raybal</i> | Date<br><i>6-13-05</i> |
| Attorney General's Signature<br><i>John Suthers by name</i> | Date<br><i>6/24/05</i>   | State Auditor's Signature<br><i>Darryl Symanski</i>        | Date<br><i>6/17/05</i> |