



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

ARCHIVES NO.
05-213

DEPARTMENT REVENUE	DIVISION MOTOR VEHICLE	SECTION EMISSIONS/MIIDB	PERMANENT	NON-PERMANENT
			x	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	EXEMPT STICKERS	Retain Until Issued	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	VEHICLE INSPECTION REPORT	Retain Until Issued		
3	NON COMPLIANCE	3 Years + Current		
4	DIESEL INSPECTION LIC	3 Years + Current		
5	APP DIESEL INSPECTION STATION	3 Years + Current		
6	AUTHORIZATION CARD	3 Years + Current		
7	APP OFFICIAL INSPECTION FACILITY	3 Years + Current		
8	LOG SHEET	3 Years + Current		
9	INSPECTION/REPAIR STATION	3 Years + Current		
10	STATION INSPECTION REPORT	3 Years + Current		
11	DOCUMENT ORDER FORM	3 Years + Current		
12	VET WALK IN	3 Years + Current		
13	COVERT VEHICLE EXPENSE REPORT	3 Years + Current		
14	VEHICLE EVALUATION COMS	3 Years + Current		
15	EMISSIONS EXTENSION FORM	3 Years + Current		
16	APP EMISSIONS MECHANIC LICENSE	3 Years + Current		
17	ORDER/SUS/REV STATION	3 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 Peterson</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raynal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mm</i>	Date 6/24/05	State Auditor's Signature <i>Deely Symanski</i>	Date 6/17/05

SA-04 (REV 1/78)



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						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
18	ORDER SUS/REV MECHANIC	3 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
19	DOCUMENT RECEIPT	3 Years + Current					
20	COVERT VEHICLE REPORT	3 Years + Current					
21	MONTHLY ACTIVITY SHEET	3 Years + Current					
22	CONSUMER COMPLAINT FILES	3 Years + Current					
23	HEARINGS FILES	3 Years + Current					
24	STAFF PERSONNEL FILES (Copy)	Retain Until Employee Leaves + 1 Year					
25	STATION FILES	3 Years + Current					
26	MECHANIC FILES	3 Years + Current					
27	BUDGET FILES	3 Years + Current					
28	TIME SHEETS (Copy)	1 Year + Current					

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State Archivist's Signature <i>Larry Petersen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature	Date	State Auditor's Signature <i>Dolly Symanski</i>	Date 6/17/05