



ARCHIVES#
16-55

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Revenue	Motor Vehicle Business Group	Driver License		
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1	Agreements and Contracts *BOST Completion Statements *Memorandums of Understanding *CDL Completion Statements *Third Party Contracts	6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value.	#2 40.030	
2	Policies and Procedures Manual	Permanent	#1 1-24	
3	Position Change Requests and Authorizations (copy)	Retain by agency for 3 years and then destroy.	#1 11-38	
4	Employee Training Records (copy)	Retain until administrative need ends and then destroy.	#1 11-11	
5	Agency Personnel Files for Permanent Employees (copy)	Retain for 3 years then destroy.	#1 11-1	
6	Position Descriptions (copy)	Retain until superseded or obsolete and then destroy.	#1 11-43	
7	Leave Applications (copy)	Retain until administrative need end and then destroy.	#1 10-12	
8	Time and Attendance Reports (copy)	Retain by agency for 1 year and then destroy.	#1 10-23	
9	Adverse Action Files (copy)	Retain for 3 years and then destroy.	#1 11-1	
10	Accounts Receivable Invoices *Clear Short Checks	Retained by state agency/institution for three years after receivable is paid in full.	#1 7-N, 1	

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.16.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16



ARCHIVES #

DEPARTMENT Revenue	DIVISION Motor Vehicle Business Group	SECTION Driver License	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
------------------------------	--	----------------------------------	---

ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
11	Bank Records	Retained by Department of Treasury/state agency/institution for three years.	#1 7-D, 1
12	Cash and Credit Card Receipts	Retained by state agency/institution for three years. The original credit card receipt maintained for the period stipulated by state credit card agreement, normally six months. A copy of the receipt may be kept for the remaining period.	#1 7-D, 2

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.