

Schedule 25-6

DEPARTMENT OF MOTOR VEHICLES

DRIVER LICENSING SERVICES DIVISION

March 22, 2011

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

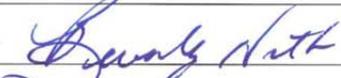
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE
25-6
AGENCY, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES
DIVISION, BUREAU OR OTHER UNIT DRIVER LICENSING SERVICES DIVISION
Supersedes Edition of April 11, 1996

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE <i>Director</i>	DATE <i>3/15/11</i>

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE 	DATE <i>3/17/2011</i>
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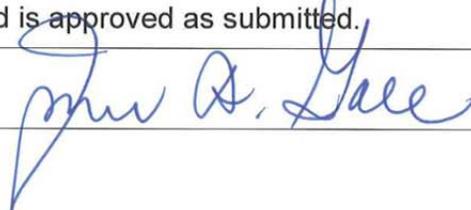
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE <i>3/17/11</i>
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PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	DATE <i>3/22/2011</i>
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 25-6 – DEPARTMENT OF MOTOR VEHICLES – DRIVERS LICENSING SERVICES DIVISION

25-6-11 AUTOMATED WRITTEN TESTING SYSTEM

Driver licensing written test system. Test data is required to be maintained in the central data base.

Dispose of after 6 years.

25-6-3 CAR REPORTS

Monthly car reports sent in by Driver's License Examiner's for verification against the TSB (Transportation Services Bureau) invoice.

Dispose of after 2 years.

25-6-4 CDLIS DAILY ACTIVITY REPORTS

Commercial licensing activity entered and sent to CDLIS (Commercial Drivers License Information System) from the Nebraska mainframe computer system the previous day.

Dispose of after 1 year.

25-6-5 CDLIS/PDPS MONTHLY SUMMARY REPORTS

Summary of all CDLIS and PDPS (Problem Driver Pointer System) activity of each month which is used to compile statistics and as verification against the AAMVA (American Association of Motor Vehicle Administrators Network) invoice.

Transfer to the State Records Center after 2 years; dispose of after 5 years.

25-6-6 CDL THIRD PARTY TESTER AND EXAMINER RECORDS

Records relating to CDL (Commercial Drivers License) Third Party testers and examiners. May include, but not limited to application forms for each, proof of insurance, drive route, receipts and certificates. Renewed bi-annually.

Dispose of 2 years after expiration of certificate.

25-6-12 DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS

The Department of Motor Vehicles utilized the back-up and disaster recovery facilities defined and managed by the Office of the Chief Information Officer for the State of Nebraska.

See DISASTER RECOVERY RECORDS, (Schedule 124).

25-6-7 DRIVER LICENSING SERVICES APPROVED AND CANCELED RECORDS (FORMERLY EXAMINING APPROVED AND CANCELED FILES)

Correspondence generated when individuals are recalled or when additional licensing information is required.

Transfer to the State Records Center after 1 year with box reference number located on microfilm; dispose of after 8 years.

**25-6-2 DRIVER LICENSING SERVICES STATISTICAL REPORTS
(FORMERLY DRIVER'S LICENSE EXAMINER'S STATISTICAL
REPORTS)**

Statistical reports from Driver Licensing Services as to the number of persons examined, passed and failed. Reports are computer generated daily by county, area and state, monthly by area and state and annually by state.

DAILY AND MONTHLY REPORTS: Transfer to the State Records Center after 2 years; dispose of after 5 years.

ANNUAL REPORTS: Dispose of after 100 years.

25-6-13 DRIVER SAFETY COURSE RECORDS

Records related to Driver Safety Courses. May include, but not limited to application forms, proof of insurance, drive route, receipts and certificates. Renewed bi-annually.

Dispose of 2 years after expiration of certificate.

**25-6-1 DRIVER TRAINING SCHOOL AND INSTRUCTOR RECORDS
(FORMERLY COMMERCIAL DRIVER TRAINING SCHOOL AND
INSTRUCTOR RECORDS)**

Records relating to driver training schools and instructors. May include, but not limited to application forms for each, surety bond and copies of receipts and certificates. Renewed annually.

Dispose of 2 years after expiration of license, provided audit has been completed.¹

25-6-14 MCSIA MONTHLY SUMMARY REPORTS

Summary of all MCSIA (Motor Carrier Safety Improvement Act) activity of each month.

Transfer to the State Records Center after 2 years; dispose of after 5 years.

**25-6-8 NEBRASKA DRIVER'S MANUAL, NEBRASKA MANUAL FOR
COMMERCIAL DRIVER'S LICENSING, NEBRASKA
MOTORCYCLE OPERATOR MANUAL (FORMERLY NEBRASKA
DRIVER' MANUAL)**

Include in printing contract to have copies sent to Library Commission as per PUBLICATION FILES, (Schedule 124).

DMV COPIES: Dispose of after superseded.

**25-6-9 OUT-OF-STATE RENEWAL (FORMERLY OUT-OF-STATE
RENEWAL FORMS)**

Paperwork associated with processing out-of-state renewals.

ORIGINAL RECORD:

PRIOR TO JANUARY 1, 2010: Dispose of after 2 years.

AFTER JANUARY 1, 2010: Scan to File Bound and dispose of after image verification.

ELECTRONIC RECORD: Dispose of after 100 years.

25-6-10 PDPS DELAYED SEARCH REPORTS

Matches on PDPS as a result of a delayed search within the last 104 days.

ORIGINAL RECORD:

PRIOR TO JANUARY 1, 2010: Dispose of after 1 year.

AFTER JANUARY 1, 2010: Scan to File Bound and dispose of after image verification.

ELECTRONIC RECORD: Dispose of after 100 years.

25-6-15 PDPS RECORDS

Records relating to the PDPS. May include, but not limited to mainframe reports and correspondence to and from applicants.

ORIGINAL RECORD: Scan to File Bound and dispose of after image verification.

ELECTRONIC RECORD: Dispose of after 100 years.

25-6-16 SAVE RECORDS

Records related to the SAVE (Systematic Alien Verification for Entitlements) Program. May include, but not limited to initial, secondary and third level verification checks and correspondence to and from applicants.

ORIGINAL RECORD: Scan to File Bound and dispose of after image verification.

ELECTRONIC RECORD: Dispose of after 100 years.

25-6-17 SSA RECORDS

Records related to the SSA (Social Security Administration. May include, but not limited to mainframe reports and correspondence to and from applicants.

ORIGINAL RECORD: Scan to File Bound and dispose of after image verification.

ELECTRONIC RECORD: Dispose of after 100 years.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb