

# **Schedule 25-7**

## **DEPARTMENT OF MOTOR VEHICLES**

### **MOTOR CARRIER SERVICES DIVISION**

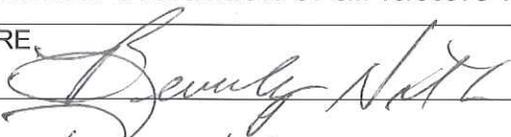
January 16, 2013

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

<b>REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE</b>	SCHEDULE <b>25-7</b>
	AGENCY, BOARD OR COMMISSION <b>DEPARTMENT OF MOTOR VEHICLES</b>
<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	DIVISION, BUREAU OR OTHER UNIT <b>MOTOR CARRIER SERVICES DIVISION</b>
	<b>Supersedes Edition of September 15, 2005</b>

**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>Jan 10, 2013</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>11/11/2013</i>

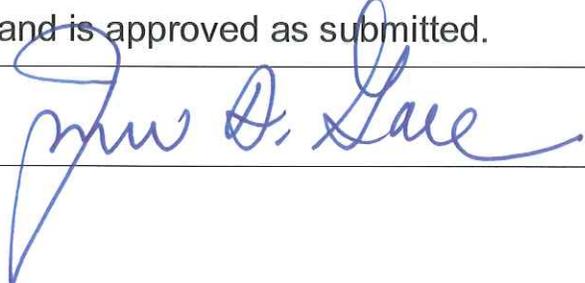
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE 	
	DATE <i>1/11/13</i>

**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>1/16/13</i>

## 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2<sup>nd</sup> to 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**

**SCHEDULE 25-7**  
**DEPARTMENT OF MOTOR VEHICLES**  
**MOTOR CARRIER SERVICES DIVISION**  
**January 16, 2013**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of September 15, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
025-007-001-000-000-000-000	AUDIT FILES	File contains IFTA (International Fuel Tax Agreement)/IRP (International Registration Plan)/UCR (Unified Carrier Registration) audit packets consisting of work papers, supporting documentation, notifications, assessment letters, deficiency notices and billings.	7 years	
025-007-002-000-000-000-000	AUDITS - IFTA FOREIGN JURISDICTION AUDIT REPORTS	File contains audit reports and billing results from foreign jurisdictions on their IFTA licensees. Foreign audits are tracked by "audit" on a spreadsheet.	<b>ORIGINAL RECORD:</b> Scan as PDF and save to S: drive; dispose of after image verification <b>ELECTRONIC IMAGE:</b> 7 years <b>SPREADSHEET:</b> Superseded	
025-007-003-000-000-000-000	AUDITS - IRP FOREIGN JURISDICTION AUDIT REPORTS	File contains audit reports and billing results from foreign jurisdictions on their IRP licensees. Foreign audits are tracked by "audit" on a spreadsheet.	<b>ORIGINAL RECORD:</b> Scan as PDF and save to S: drive; dispose of after image verification <b>ELECTRONIC IMAGE:</b> 7 years <b>SPREADSHEET:</b> Superseded	
025-007-004-000-000-000-000	DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	The Department of Motor Vehicles utilizes 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 BACK-UPS, items 124-0410 through 124-043
025-007-005-000-000-000-000	IFTA - CLEARINGHOUSE/ TRANSMITTALS	File contains reports of pre & post netted incoming and outgoing transmittal dollars. Transmittal detail regarding carrier registration allocation from non-members of IFTA clearinghouse. Transmittal details report of total funds transferred to non-members of IFTA clearinghouse.	7 years	
025-007-006-000-000-000-000	IFTA - CREDENTIALS	File contains new applications, additional decal requests and renewals.	7 years	
025-007-007-000-000-000-000	IFTA - MISCELLANEOUS REPORTS	File contains revoked carrier listings, foreign jurisdictions renewal reports, jurisdictional correspondence, interest and refund reports.	5 years	
025-007-008-000-000-000-000	IFTA - TAX FILINGS	Files contain quarterly tax returns, payment receipts, adjustments, general correspondence, case files and abatement of penalties.	7 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
025-007-009-000-000-000-000	IRP - CLEARINGHOUSE/ TRANSMITTALS	File contains reports of pre-netted and post-netted incoming and outgoing transmittal dollars.	7 years	IRP Clearinghouse maintains electronic records and disaster recovery back-ups for 18 months
025-007-010-000-000-000-000	IRP - MISCELLANEOUS CORRESPONDENCE	File contains refund denials, miscellaneous audit pre-netting billings and refunds, foreign IRP transmittal payment acknowledgements and all other miscellaneous IRP	5 years	
025-007-011-000-000-000-000	IRP - NEBRASKA CARRIER FILE	File contains various documents that relate to the registration of the carrier. May include, but not limited to: International Registration Plan (IRP) application, supporting documentations, payment receipt for each application and correspondence regarding carrier account.	Transfer to State Records Center after 1 year; 6 years	Neb. Rev. Stat. §60-3,198
025-007-012-000-000-000-000	MCS - REFUNDS AND DISTRIBUTION	File contains reports of refunds, IFTA/IPR over payment refunds, jurisdiction refunds and IRP distribution. UCR depository invoices. Sales tax distribution.	7 years	
025-007-013-000-000-000-000	MISCELLANEOUS - DMV- MCS AS 400 SYSTEM	May include registration information, tax information and receipts.	<b>BILL RECORDS:</b> 7 years <b>UNIT TEMPORARY RECORDS:</b> 7 years <b>CANADIAN</b> <b>EXCHANGE RATE:</b> 7 years <b>ALL OTHERS:</b> Life of system	
025-007-014-000-000-000-000	MISCELLANEOUS - NEBRASKA BASED CARRIER LITIGATION FILES	Case files dealing with motor carrier company or jurisdictional litigation which resulted from an audit.	Transfer to State Records Center 1 year after case closed; 10 years after case closed	
025-007-015-000-000-000-000	MISCELLANEOUS - RECIPROCITY AGREEMENTS	File contains correspondence from each jurisdiction regarding reciprocity agreements. Also includes actual agreements between Nebraska and other jurisdictions regarding motor vehicle reciprocity.	<b>ORIGINAL RECORD:</b> Microfilm and destroy <b>SECURITY MICROFILM:</b> Transfer to State Records Center; permanent <b>MICROFILM WORK COPY:</b> Permanent	
025-007-016-000-000-000-000	TITLE-MCS (94) CERTIFICATE OF TITLE	Motor Carrier Services Division copy of Motor Vehicle Certificate of Title and Title application and accompanying documents.	7 years	Neb. Rev. Stat. §60-102 through §60-117
025-007-017-000-000-000-000	UCR - CARRIER APPLICATIONS	Files contain Unified Carrier Registration (UCR) carrier applications.	5 years	
25-7-4-3	BINGO STAMPS AND BOOKS	File contains empty and partial books of bingo stamps.	Immediate disposal	Obsolete 12/2006
25-7-3-2	FOREIGN JURISDICTIONS INCOMING TRANSMITTALS	File contains transmittal detail regarding carrier registration fee allocation to member jurisdictions and agency allocation.	Immediate disposal	Obsolete 12/2006

<b>ITEM NUMBER</b>	<b>RECORD TITLE</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>REFERENCE/COMMENTS</b>
25-7-3-3	<b>NEBRASKA OUTGOING SSRS TRANSMITTALS</b>	File contains reports of total funds transferred to foreign SSRS jurisdictions.	<b>Immediate disposal</b>	Obsolete 12/2006
25-7-4-2	<b>NON-RESIDENT INTERSTATE REGISTRATION</b>	File contains non-resident carrier applications, insurance forms and receipts that have been inactive for a period of 3 years.	<b>Immediate disposal</b>	Obsolete 12/2006
25-7-4-1	<b>RESIDENT INTERSTATE REGISTRATION</b>	File contains resident carrier applications, insurance forms and receipts.	<b>Immediate disposal</b>	Obsolete 12/2006
25-7-3-1	<b>SSRS CARRIER FILES</b>	Files contain Single State Registration System (SSRS) carrier applications, insurance forms, and receipts.	<b>Immediate disposal</b>	Obsolete 12/2006

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.)**

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