

Schedule 25-7

DEPARTMENT OF MOTOR VEHICLES

MOTOR CARRIER SERVICES DIVISION

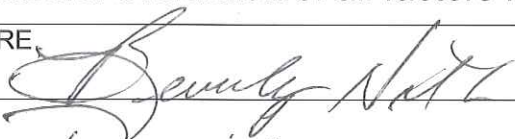
January 16, 2013

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

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


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>
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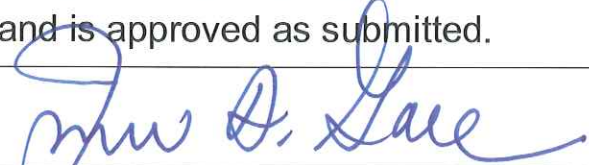
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE <i>1/11/13</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>1/16/13</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. This retention schedule, which is approved by the State Records Administrator, provides 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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

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 the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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3242 Salt Creek Circle
Lincoln, NE 68504
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.	ORIGINAL RECORD: Scan as PDF and save to S: drive; dispose of after image verification ELECTRONIC IMAGE: 7 years SPREADSHEET: 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.	ORIGINAL RECORD: Scan as PDF and save to S: drive; dispose of after image verification ELECTRONIC IMAGE: 7 years SPREADSHEET: 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.	BILL RECORDS: 7 years UNIT TEMPORARY RECORDS: 7 years CANADIAN EXCHANGE RATE: 7 years ALL OTHERS: 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.	ORIGINAL RECORD: Microfilm and destroy SECURITY MICROFILM: Transfer to State Records Center; permanent MICROFILM WORK COPY: 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

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