



# TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

Agency <b>Bureau of Motor Vehicles</b>	Issued by: The Indiana Archives and Records Administration
Division (If left blank, retention schedule applies to entire agency.) <b>Vehicles and Fulfillment</b>	Records Management Division 402 West Washington Street, Room W472
Date sent (mm/dd/yyyy) <b>05/19/2023</b>	Indianapolis, IN 46204 rmd@iara.in.gov

## SECTION I PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES

Please have your Appointing Authority (agency head) sign this sheet electronically in the blank provided under Section III, to acknowledge approval of the proposed amendments. Then, return the electronic file to IARA's Records Management Division. You will be sent a copy of the final version of the schedule after it has been approved by the Oversight Committee on Public Records.

## SECTION II GENERAL INFORMATION

An approved Records Retention and Disposition Schedule grants your agency the authority to transfer or destroy records on a continuing basis. Please consult the Records Coordinator and Records Center handbooks for transfer and destruction information, or contact the Indiana Archives or Records Center staff directly for guidance on their specific procedures.

Any questions concerning how to interpret the instructions in your approved retention schedule should be directed to the Records Management Division at rmd@iara.in.gov.

A retention schedule must be current to be effective. The Records Management Division will contact your Agency Records Coordinator for periodic reviews to ensure that both language and content are up to date. If your agency needs to change the schedule between those review periods, just contact the Records Management Division, and a new update project will be initiated immediately.

## SECTION III AGENCY APPROVAL

Agency Head e-signature

**Joseph Hoage**

Digitally signed by Joseph Hoage  
Date: 2023.05.30 10:40:44 -04'00'

## SECTION IV APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 5/27/2023, approved this Records Retention and Disposition Schedule for your agency.

The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.

Indiana Archives and Records Administration e-signature of final approval

**Joseph Hoage**

Digitally signed by Joseph Hoage  
Date: 2023.05.30 10:40:58 -04'00'



# STATE AGENCY RECORDS RETENTION AND DISPOSITION SCHEDULE

**Agency:** Bureau Of Motor Vehicles **Division:** Vehicles And Fulfillment

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	82-07	MOTOR VEHICLE TITLES AND SUPPORTING DOCUMENTS This record consists of the Title Application (SF 44049 or SF 205), and all supporting documentation legally allowing the Bureau of Motor Vehicles to create the title. Original records may be received in hard copy or electronic format. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 580.8, with five (5) additional years for vehicle history and possible law-enforcement investigation.	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any microfilm created under previous retention instructions after ten (10) years.
2	84-768	REGISTRATIONS AND TRANSMITTALS Any required supporting documentation for the type of registration conducted. May include transmittal form from the branch, which is no longer generated.	IMAGE according to IARA imaging standards upon receipt. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records and DESTROY any microfilm created under previous retention instructions after five (5) years.
3	84-769	OPEN LETTERS File has copies of the letters, Application for Title and supporting documents returned to the BMVC License Branches for temporary problems prohibiting issuance of the title. Because these problems are temporary, the corresponding fees are retained at the Bureau of Motor Vehicles. File is arranged alphabetically by BMVC License Branch within each year, and may contain: error correction/computer rejects, paid corrections, non-paid corrections, non-correctable errors resulting in refunds, and watercraft temporary problems. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 580.8, with five (5) additional years for vehicle history and possible law-enforcement investigation.	DESTROY unresolved letters and supporting documents after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. If resolved before that time, TRANSFER to Motor Vehicle Titles and Supporting Documents (R.S. 82-7).
4	84-773	VEHICLE AND WATERCRAFT TITLE INVOICES This is a daily report from the Bureau of Motor Vehicles Commission to the Bureau of Motor Vehicles on money collected for titles. It includes the BMVC License Branch number, invoice number, person's name, vehicle identification number and date of the report. This report is available on the BMV's STARS database.	DELETE electronic information after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	89-66	WATERCRAFT TITLES AND SUPPORTING DOCUMENTS This record consists of the Title Application (SF 38529 or SF 35913), and all supporting documentation legally allowing the Bureau of Motor Vehicles to create the title. Disclosure of these records may be affected by IC 9-14-13. Retention based on 49 CFR 580.8, with five (5) additional years for vehicle history and possible law-enforcement investigation.	IMAGE according to IARA imaging standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records and DESTROY any microfilm created under previous retention instructions after ten (10) years.
6	90-170	DOCUMENT LOGS This log, which may exist in paper or electronic format, is used to record the index to Motor Vehicle Titles and Supporting Documents, plus related computer operations.	DESTROY/DELETE when all corresponding microfilm/electronic information is destroyed or after ten (10) years, whichever is later.

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
7	97-13	APPLICATION FOR SPECIAL IDENTIFICATION NUMBER - VEHICLE OR WATERCRAFT (SF 12907) AND SUPPORTING DOCUMENTS These applications and supporting documents allow the Bureau of Motor Vehicles to create a Certificate of Hull Identification, SF 38915. Before a watercraft can be titled, it must have a Hull Identification Number.	DESTROY ten (10) years after the year of the titling and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	97-14	VOIDED WATERCRAFT TITLES A water craft title could be voided if the owner has a valid title in another state, the title has been cancelled by the Bureau of Motor Vehicles or due to computer or printing errors at the BMVC License Branch. Disclosure of these records may be affected by IC 9-14-13.	DESTROY on voiding or cancellation of the watercraft title and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	97-15	CARGB These are computer files consisting of three sections: Speed Title Requests, Indiana Department of Vehicle Liens, and Child Support Vehicle Liens. A fee may be charged per IC 9-17-2-13.5. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	DESTROY/DELETE after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	2008-63	ABANDONED/IMPOUNDED VEHICLE REPORT Notice to BMV and law enforcement of abandoned or impounded vehicle removal and release, required by IC 9-22.	DESTROY after three (3) years.
11	2008-64	GOVERNMENT REQUEST FOR SALES AND EXCISE TAX EXEMPTIONS	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
12	2008-65	OBJECTIONABLE PLATE LETTER Letter to the branch from the Bureau of Motor Vehicles instructing that a specific Personalized License Plate will NOT be made because the alpha-numeric combination has been determined to be objectionable. This is now processed electronically, but some hard copies may still exist at branches.	DESTROY any hard copies and DELETE electronic records after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	2017-15	MOBILE OR MANUFACTURED HOME TITLES AND SUPPORTING DOCUMENTS This record consists of the Title Application, (SF 44049 or SF 205), and all supporting documentation legally allowing the Bureau of Motor Vehicles to create the title. Original records may be received in hard copy or electronic format. Disclosure of these records may be affected by IC 9-14-13. Twenty (20) year retention required by P.L. 2017-235-14.	IMAGE hard copies according to current IARA imaging standards upon receipt. TRANSFER hard copies to the RECORDS CENTER after verification of the images for completeness and legibility. DESTROY or DELETE all formats after twenty (20) years.