

State of Nevada Central Services Division

Version Date: 9/10/2014

2005115 Abandoned Vehicle & Suspended Registrations Files

Reviewed: 02/11/2009

Description: This record series documents the suspension of the registration of abandoned vehicles by the DMV (See NRS 487.205 to 487.300). The record may include but is not limited to: Copies of vehicle registrations and related documentation; Copies of notifications (including law enforcement agencies and DMV); Affidavits and related documentation (See NRS 487.235); Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of suspension or the date of reinstatement of the registration of the vehicle.

Disposition: Destroy Securely

2002064 Accident Case Files

Reviewed: 05/11/2011

Description: These records document the report of accidents. The files may include, but are not limited to: Traffic Accident Report with associated documentation; Insurance documentation; Copies of court records; Liability and financial responsibility documentation; Associated correspondence.

Retention: Retain these records for a period of six (6) calendar years after the closure of the case.

Disposition: Destroy Securely

2002058 Commercial Driver License System Daily Transaction Report

Reviewed: 10/08/2003

Description: This record series administers the process of verifying and correcting data entered into the computer system dealing with commercial driver licenses transactions. The files consist of the computer generated report "Commercial Driver License System Daily Transaction Report (MGPD 2500 job number 115980)" with associated notes and memos.

Retention: Retain this record series for a period of ninety (90) days from the date printed out.

Disposition: Destroy

2002066 Conviction Deletion List

Reviewed: 10/08/2003

Description: This is a computer printout which documents the daily deletions from the parent program (Conviction Transaction List #2803), due to errors, court changes, duplications, etc.

Retention: Retain this record series for a period of ninety (90) days from the date printed out.

Disposition: Destroy

2000071 Demand Letters

Reviewed: 10/08/2003

Description: This record series is used to request information from vehicle owner to demand an outstanding title needed for a current transaction (such as transfer of ownership). The files may contain: copy of letter sent, backup documentation as listed for title files and related documentation.

Retention: Retain this record series for a period of (3) calendar years from the date written if no response is received from the addressee. If an appropriate response is received, this record series will become part of the Vehicle Title File.

Disposition: Destroy Securely

State of Nevada Central Services Division

Version Date: 9/10/2014

2009032 DMV Records Requests

Reviewed: 08/12/2009

Description: These records document the request for information maintained by the DMV that may or may not be charged a fee for providing (See NRS 481.063). These records may contain, but are not limited to: Written requests including written releases (NRS 481.063 (2)); National Driver requests with supportive documentation; Notarized affidavits (NRS 463.063 (10)); Billing Statements, invoices and other fiscal documents; Computer reports and printouts of information requested (NRS 481.063 (10)(c)); Related correspondence.

Retention: Retain these records for a period of five (5) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2002063 Driver's License Medical Files

Reviewed: 10/08/2003

Description: This record series administers and documents the application of persons with disabilities (see NRS 482.3835 for definition) to receive a drivers license as required by NRS 483.348 to 483.349 and NAC 483.280 to 483.415 or as determined by the department under NAC 483.330 (7). The series may contain; Medical reports, correspondence, notes, and physicians statement certifying the disability.

Retention: Retain for a period of seven (7) years from the expiration, suspension or revocation of the license.

Disposition: Destroy Securely

2005116 Drivers License Records

Reviewed: 05/11/2011

Description: These records documents the issuance of, modifications to, and use of drivers' licenses. The record series may include, but is not limited to: Applications with supportive documentation; Physical exams and driving tests with associated records; Personal identifying data including legal name, address, contact information, etc.; Copies of convictions, insurance data, police reports, complaints, etc.; Related correspondence.

Retention: Retain these records for a period of fifty-five (55) calendar years from the date of suspension, revocation or expiration of the license.

Disposition: Destroy Securely

2000072 Incomplete Title File

Reviewed: 07/22/2009

Description: This record series is used to correct erroneous title information and is held pending corrective action. The files may contain, but are not limited to: Previous owner's title; Bills of sale; Junk certificate (which has no VIN); Associated documentation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years if the missing or erroneous information is not received or corrected. When all proper information is received, this record series will become part of the Vehicle Title File. The hard copy may be disposed of 90 days after conversion to an electronic media (a security backup copy is required in accordance with NRS 239.051).

Disposition: Destroy Securely

2009026 Insurance Verification System

Reviewed: 10/19/2011

Description: These records are used to validate motor vehicle insurance (See NRS 485.185, 485.313 to 485.318 and NAC 485.150 to 485.190). These records may be used to impose vehicle registration and driver's license suspensions and to impose fees and fines in order to reinstate vehicle registration (See Section 2 of SB 323, 2011 Legislative Session). The record may contain, but is not limited to: Insurance company data; Vehicle owner data; Verifying data; Fees and fines records; Related data.

Retention: Retain these records for a period of eight (8) calendar years from the end of the calendar year to which the data pertains.

Disposition: Destroy Securely

State of Nevada Central Services Division

Version Date: 9/10/2014

2002137 Lien Notices - Vehicles

Reviewed: 04/11/2012

Description: This record series documents the receipt of notification to the DMV of upcoming lien sales of specific vehicles required by NRS 108.310 (1)(b). The files may contain: copy of notification of lien sale from lien holder with related notes.

Retention: Retain this record series for a period of ninety (90) days from receipt of the notice.

Disposition: Destroy

2002059 Problem Driver Pointer System Daily Transaction Report

Reviewed: 10/08/2003

Description: This record series administers the process of verifying and correcting data entered into the computer system dealing with problem driver pointer system. This system verifies whether a person is eligible to be licensed, and the computer printout is used to check and verify the data in the computer system. The files consist of the computer generated report "Problem Driver Pointer System Daily Transaction Report (MGPD 2500 job number 11580)" with associated notes and memos.

Retention: Retain this record series for a period of ninety (90) days from the date printed out.

Disposition: Destroy

2014207 Real ID Act Validation Documentation

Reviewed: 09/10/2014

Description: These records contain documentation used to validate identification for a driver's license or identification card under the federal Real ID Act (see 6 CFR Part 37.11). The files may contain, but are not limited to, evidence of lawful status in the U.S.

Retention: Retain these records for a period of ten (10) calendar years from the date of issuance for a driver's license or identification card.

Disposition: Destroy Securely

1995012 Refunds/Fees

Reviewed: 10/08/2003

Description: This record series applies to any registration fee that is refunded. May contain a copy of registration, military veteran exemption, supporting documents showing reason for refund, refund application form, etc. File is maintained in alphabetic sequence by name of registered owner.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which the records pertain.

Disposition: Destroy Securely

2001039 Returned Registration Renewals

Reviewed: 10/08/2003

Description: This record series documents the motor vehicle registration notices sent out by DMV that were returned by the postal system as undeliverable. The record series consists of the envelope with the enclosed renewal notice.

Retention: Retain this record series for a period of thirty (30) days from the date the letter was returned.

Disposition: Destroy Securely

State of Nevada Central Services Division

Version Date: 9/10/2014

2002105 Sealed Records

Reviewed: 05/11/2011

Description: This record series contains the documents ordered sealed by a court of record in accordance with state and federal laws (for example, see NRS 62.370-380, NRS 179.245 to 179.301). The record series may contain, but is not limited to: Court orders; Records ordered sealed; Related correspondence.

Retention: Retain these records for a period of fifty-five (55) calendar years from the order sealing the records.

Disposition: Destroy Securely

1995013 Special Permits/Fees

Reviewed: 10/08/2003

Description: This record series contains copies of special permits issued which also serve as a receipt if a fee is charged for the permit. Contains: Driveaway Permits (RD-110), In-State Movement Permits (RD-109), Parade Permits (RD-44).

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year in which the permit was issued.

Disposition: Destroy Securely

2002061 Special Plates Records

Reviewed: 01/03/2014

Description: This record series administers and documents the issuance of special license plates. The files may consist of application forms, computer verification reports, receipts and similar documents.

Retention: Retain this record series for a period of three (3) calendar years from the calendar year in which the special plate was issued.

Disposition: Destroy

2002067 Undercover Driver License Files

Reviewed: 09/08/2010

Description: This record series administers and documents the process of issuing undercover driver licenses (See NRS 483.340 (2)). It also documents the return of the licenses at the end of the investigation or when the holder is pulled off the investigation (See NAC 483.700). The files may consist of, but are not limited to: Applications with associated documentation; Receipt of license; Returned license; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the calendar year in which the license was issued.

Disposition: Destroy Securely

2005011 Undercover Vehicle Registration Files

Reviewed: 09/08/2010

Description: This record series administers and documents the process of issuing undercover vehicle registrations (See NRS 483.340 (2)). The files may consist of, but are not limited to: Applications with associated documentation; Copy of the vehicle registration; Documentation of license plate and stickers issued; Related correspondence.

Retention: Retain this record series for a period of three (3) calendar years from the calendar year in which the registration was cancelled.

Disposition: Destroy Securely

State of Nevada Central Services Division

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2002062 Vehicle Registration Files

Reviewed: 01/11/2012

Description: This record series documents the registration of vehicles in Nevada by the DMV (See NRS 482.215 et seq.). The record series may contain, but is not limited to, information on: Vehicle description and identification number (VIN number); The name/address of registered owner/operator; Information on registration charges; Expiration date.

Retention: Retain these records for a period of eight (8) calendar years from the end of the calendar year to which the data pertains.

Disposition: Destroy Securely

2003149 Vehicle Title File

Reviewed: 09/10/2014

Description: These records document the titling of vehicles in the State of Nevada (See particularly NRS Chapters 481 and 482). The records may contain, but are not limited to: manufacturer's statement of origin, bill of sale, odometer reading, Secure Power of Attorney, and copy of title.

Note: NRS 482.173 (1) requires DMV to retain the original paper Secure Power of Attorney and signed Title documentation for one calendar year.

Retention: Retain these records for a period of twenty (20) calendar years from any change to or transfer of the vehicle title or final disposition of the vehicle.

Disposition: Destroy Securely

2002065 Withdrawal Deletes

Reviewed: 10/08/2003

Description: This record series documents and verifies the daily deletions of withdrawals from drivers license records on the electronic records keeping system of DMV. The files consist of a computer printout called Program 2804 with related notes and memos.

Retention: Retain for a period of three (3) calendar months after its print out date and then dispose of the records.

Disposition: Destroy