

**RECORDS RETENTION SCHEDULE**

Form RC-050 (Revised 01/2010)



STATE OF CONNECTICUT  
 Connecticut State Library  
 Office of the Public Records Administrator  
 231 Capitol Avenue, Hartford, CT 06106  
 www.cslib.org/publicrecords

**RETENTION SCHEDULE**  
 # 11-6-4

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

<b>AGENCY:</b> Department of Motor Vehicles (DMV)	<b>AGENCY ADDRESS:</b> 60 State Street, Wethersfield, CT 06109	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> All Agency Programs		<b>If revised, superseded retention schedule number(s):</b> 97-7-1 sec. C; 97-7-1 sec. F; 10-6-1; 10-6-2; 10-6-3; 11-6-1; 11-6-2; 11-6-3

<b>RMLO (type or print):</b> Gayle Murphy	<b>TITLE (type or print):</b> Motor Vehicle Program Coordinator	<b>APPROVED (State Archivist):</b> <i>Mark H. Jones</i>	<b>DATE:</b> 2/7/2011
<b>APPROVED (RMLO):</b> <i>Gayle Murphy</i>	<b>DATE:</b> July 7, 2011	<b>APPROVED (Public Records Administrator):</b> <i>LeAnn K. Power</i>	<b>EFFECTIVE DATE OF SCHEDULE:</b> 7/7/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
A.	<b>EMISSIONS</b>				
01.	<b>Centralization Program Emissions Testing Records</b> This series documents records associated with the centralization program emissions testing. Including but not limited to: applications for accreditation of non-dispersive infra-red analyzers.	10 years from date contract expires	- 0 -	10 years from date contract expires	Series closed. Centralized emissions testing ended in 2002; decentralized program started in 2003. Note: Remove series from schedule after disposition of all records 12/31/2012.

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02.	<p><b>Emissions Certified Repair Technician and Facility Listings</b></p> <p>This series documents Certified Emissions Repair Technicians who have successfully passed a State of Connecticut required training program devoted specifically to the repair of emission problems and identifies the repair facilities that employs a Certified Emission Repair Technician and designated a Certified Emission Repair Facility. Including but not limited to: listings maintained in database.</p>	10 years from date technician or certified facility is no longer performing emissions tests	- 0 -	10 years from date technician or certified facility is no longer performing emissions tests	
03.	<p><b>Emissions Database Management System Records</b></p> <p>This series documents vehicle compliance to emissions inspection requirements. Including but not limited to: vehicle official scheduled test date; date of test; pass / fail results; testing location; and compliance expiration / retest date.</p>	10 years from expiration of compliance date	- 0 -	10 years from expiration of compliance date	DMV's official database to track registered vehicle compliance. Vehicles between 4 and 25 years old require an emissions test every two (2) years.
04.	<p><b>Emissions Fleet Audit Reports</b></p> <p>This series documents field audits of fleet emissions inspection stations for emissions program compliance pursuant to CGS §14-164c(i). Including but not limited to: fleet audit reports (Form AE-31).</p>	3 years, or until audited, whichever is later	- 0 -	3 years, or until audited, whichever is later	
05.	<p><b>Emissions Motorist Complaint Forms</b></p> <p>This series documents complaints received from a motorist concerning an emissions test, emissions facility, or an emissions agent. Including but not limited to: emissions motorist complaint forms (Form AE-77); inspections reports; and related correspondence.</p>	3 years from date complaint resolved	- 0 -	3 years from date complaint resolved	
06.	<p><b>Emissions Repair Data Forms</b></p> <p>This series documents a vehicles initial failure of the emissions test and the repairs made to attempt to pass test. Including but not limited to: vehicle inspection reports (VIR); and copies of repair receipts.</p>	2 years from date of retest	3 years	5 years from date of retest	
07.	<p><b>Emissions Testing Equipment Calibration Worksheets</b></p> <p>This series documents calibration of emissions testing equipment by emission station analyzers. Includes initial audits and reinspections. Including but not limited to: 2 point analyzer calibration surveillance worksheets (Form AE-73B); and 5 point calibration surveillance worksheets (Form AE-73).</p>	3 years	- 0 -	3 years	
08.	<p><b>Emissions Testing Facility Licensing Records</b></p> <p>This series documents licensing of emissions testing facilities pursuant to CGS §14-164c (f) and (i). Including but not limited to: acceptance test procedures files; and records related to revocation of authorization to conduct emissions inspections.</p>	10 years from date testing station is no longer performing emissions tests	- 0 -	10 years from date testing station is no longer performing emissions tests	The program contractor subcontracts with stations that must have an active business license from DMV (D&R Unit). DMV approves facility using the Acceptance Test Procedures.

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09.	<b>Emissions Testing Monitoring Reports</b> This series documents field agent audits of emissions testing stations pursuant to CGS §14-164c(e). Including but not limited to: emissions test monitoring reports (ETMR).	3 years	- 0 -	3 years	
10.	<b>Emissions Testing Time Extension Records</b> This series documents requests, and responses, to time extensions due to various exigent circumstances. Including but not limited to: emissions hardship waiver applications (Form AE-69); supporting documentation; and related correspondence.	3 years	- 0 -	3 years	
11.	<b>Waiver from Emissions Late Fee Records</b> This series documents requests, and responses, to waive late fees associated with emissions testing. Including but not limited to: waivers from emissions late fee (Form AE-60).	3 years, or until audited, whichever is later	- 0 -	3 years, or until audited, whichever is later	
12.	<b>Waiver from Emissions Testing Records</b> This series documents requests, and responses, to waive emissions tests. Including but not limited to: emissions test waivers; waiver reports (Form AE-79); and related correspondence.	3 years	- 0 -	3 years	
<b>B.</b>	<b>INSPECTIONS</b>				
13.	<b>Composite Motor Vehicles Inspection Reports</b> This series documents the inspection of composite motor vehicles in Connecticut. Including but not limited to: applications; Form R-95; photographs; receipts; titles; and/or Certificates of Origin.	1 year from end of calendar year	4 years	5 years	
14.	<b>Inspection Reports</b> This series documents annual safety inspections of equipment required for registration of ambulance, school bus, student transportation vehicles (STV), and public service (taxi). Including but not limited to: Form R-195 inspection reports.	2 years	- 0 -	2 years	
15.	<b>Motor Carriers Inspection Reports</b> This series documents the inspection of commercial motor vehicle equipment and operators pursuant to 49 CFR Part 396 (Inspection, Repair, and Maintenance). Including but not limited to: Form R-302; and computer generated commercial vehicle inspection reports noting violations cited to the operator.	1 year	4 years	5 years	Pursuant to 49 CFR 396.17, annual inspections are valid for twelve (12) months commencing from the last day of the month in which the inspection was performed.

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16.	<b>Reciprocity Sticker Inspection Reports</b> This series documents inspections of interstate service buses or passenger coaches operated on an interstate basis. Including but not limited to: inspection reports; and receipts.	2 years	- 0 -	2 years	
17.	<b>Salvage Vehicle Inspection Reports</b> This series documents the inspection of vehicles that have been declared salvage by an insurance company for title and registration in Connecticut. Including but not limited to: Form K-186; photograph; and Inflatable Restraint System/Air Bag Certification Statements (Form B-303).	1 year from end of calendar year	4 years	5 years	
<b>C.</b>	<b>INSURANCE</b>				
18.	<b>Insurance Filings</b> This series documents proof of financial responsibility submitted by registrants pursuant to CGS §14-29 and §14-35(c). Applies to van pools, transporters, self insured / financial responsibility entities, taxis, liveries, school buses, and service buses. Including but not limited to: proof of financial responsibility; and supporting documentation.	3 years from date cancelled	- 0 -	3 years from date cancelled	
<b>D.</b>	<b>INVESTIGATIONS AND CASES</b>				
19.	<b>Dealer and Repairer Consumer Complaint Case Files</b> This series documents investigations of licensed dealers and repairers pursuant to CGS §14-63 and §14-65k. Including but not limited to: written complaints by consumers; Form K-35; written explanations of a complaint; and supporting documentation relevant to the complaint (e.g., stipulated agreements, hearing decisions, photos, and invoices).	2 years from end of calendar year	2 years	5 years	See Conn. Agencies Regs. §14-63-45 (a)-(e) for related procedures.
20.	<b>Document Integrity Unit Fraudulent Credential Case Files</b> This series documents investigation of driver licenses or IDs issued fraudulently. Including but not limited to: case reports; and supporting documentation.	Until end of calendar year	9 years	10 years	
21.	<b>Insurance Compliance Case Files</b> This series documents the violation of insurance requirements related to active vehicle registrations. Including but not limited to: daily transaction details; restoration/rescind notices; case receipts; cancelled plate receipts; and dismissed cases.	6 months	2 years, 6 months	3 years	

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22.	<p><b>Motor Carrier Safety Assistance Program and Student Transportation Vehicle Program Case Files</b></p> <p>This series documents investigations related to the Motor Carrier Safety Assistance Program and the Student Transportation Vehicle Program pursuant to CGS §14-108a. Including but not limited to: carrier audits; safety inspections; and driver qualification issues.</p>	10 years from date reported	- 0 -	10 years from date reported	
23.	<p><b>Registration Enforcement Files</b></p> <p>This series documents investigation of complaint referrals concerning violations of CGS §14-12a, §14-12b and §14-15a. Including but not limited to: citizen complaints; related registration and license records; and resident status.</p>	2 years from end of calendar year	5 years	8 years	
24.	<p><b>Stolen Vehicle Case Files</b></p> <p>This series documents investigations related to abandoned vehicles or Title Division referrals of vehicles with active stolen alarms attempting to be registered. Including but not limited to: title and registration record; citizen complaints; and internal reference documents.</p>	1 year from date case closed	4 years	5 years from date case closed	
25.	<p><b>Vehicle Identification Case Files</b></p> <p>This series documents investigations related to vehicles with questionable Vehicle Identification Numbers. Including but not limited to: case reports; and witness statements.</p>	1 year	3 years	4 years	
26.	<p><b>Vessel Billing Case Files</b></p> <p>This series documents the application for vessel registration that was not issued due to incomplete information. Including but not limited to: registration application; and supporting documentation.</p>	Until case is resolved or ownership verified, or 6 years, whichever is earlier	- 0 -	Until case is resolved or ownership verified, or 6 years, whichever is earlier	Cases are closed once ownership is verified through submission of additional information or documentation.
<b>E.</b>	<b>LEGAL SERVICES</b>				
27.	<p><b>Administrative Hearing Case Files</b></p> <p>This series documents administrative hearings conducted pursuant to CGS §4-176e and §4-177. Including but not limited to: daily hearing folder of all documentation related to hearings held on a particular day; notices of hearing; appearance forms; decision letters; and related Hearing Officers notes.</p>	1 year from date hearing held	9 years	10 years from date hearing held	

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28.	<b>Administrative Hearing Petitions for Reconsideration</b> This series documents petitions for reconsideration of administrative hearings. Including but not limited to: petitions for reconsideration; and the agency's response.	1 year from date of response to petition	9 years	10 years from date of response to petition	Pursuant to CGS §4-181a, within 15 days of a final decision, a person or his/her attorney may file with the agency a petition for reconsideration of the decision.
29.	<b>Administrative Hearing Recordings</b> This series documents audio recordings of administrative hearings conducted pursuant to CGS §4-176e.	14 months from date of hearing decision	- 0 -	14 months from date of hearing decision	Pursuant to CGS §4-181a and §4-183, appeal period is 13 months from date of hearing decision.
30.	<b>Administrative Per Se Hearing Files</b> This series documents Administrative Per Se hearings conducted pursuant to CGS §14-227b. Including but not limited to: notices of hearing; continuance cards; appearance forms; decision letters, and related Hearing Officers notes.	4 months from date hearing held	9 years, 8 months	10 years from date hearing held	
31.	<b>Administrative Per Se Hearing Files – Unprocessable Cases</b> This series documents suspension hearings conducted pursuant to CGS §14-227b for cases in which arrest reports contain deficiencies that do not allow a suspension to be produced.	4 months	9 years, 8 months	10 years	
32.	<b>Bulk Certified Mail Lists</b> This series documents the issuance of bulk certified mail. Including but not limited to: suspension notices; hearing notices; decision letters; affirmation letters; and microloads (record of daily OUI [operating under influence] suspensions added to the Administrative Per Se midrange computer system).	1 year from month of mailing	9 years	10 years from month of mailing	
33.	<b>Claims Commissioner Case Files</b> This series documents legal claims brought against agency requesting permission from Claims Commissioner Office to file suit against agency. Including but not limited to: accident / incident reports from DMV branch offices; claim letters; investigative reports; legal pleadings; settlement agreements; and other legal documents incidental to said claims.	2 years from date claim settled	- 0 -	2 years from date claim settled	

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34.	<p><b>Declaratory Rulings</b></p> <p>This series documents petitions for declaratory rulings, which are interpretations rendered by DMV to petitioners presenting an actual fact or applying our law to a specific matter and requesting DMV's interpretation of our statutes and regulations to said situation. Declaratory rulings become an administrative decision and can be appealed. Including but not limited to: original petitions; responses to petitions; notices of hearing and hearing transcripts, if applicable; final decisions; and appeals.</p>	Until transferred to the State Archives	- 0 -	Permanent / Archival	
35.	<p><b>Litigation Case Files</b></p> <p>This series documents lawsuits brought against the commissioner or the agency, including but not limited to, federal and state court cases. This is the agency file; Office of the Attorney General represents agency and maintains separate file. Including but not limited to: motions, pleadings, decisions, grievances, and related correspondence.</p>	Permanent	- 0 -	Permanent	
36.	<p><b>Representation Hearing Files</b></p> <p>This series documents case files that go to a compliance conference or formal hearing, decision, or stipulated agreement. Includes audio/video recordings.</p>	2 years from end of calendar year	12 years	15 years from date of hearing	
37.	<p><b>Transcript Requests</b></p> <p>This series documents requests for hearing transcripts. Including but not limited to: request and receipts of fees for transcripts.</p>	3 years, or until audited, whichever is later	- 0 -	3 years, or until audited, whichever is later	See CGS §14-50a for related fees.
<b>F.</b>	<b>LICENSING – BUSINESS</b>				
38.	<p><b>Dealer Unit License Records (Jackets)</b></p> <p>This series documents issuance of licenses to do business for dealers, repairers, motor vehicle recycler's businesses (aka junkyards), manufacturers, leasing companies, and autoclubs in Connecticut. Including but not limited to: applications for licenses; and related documents (e.g., bonds, insurance filings, renewal notices, and inspection cases).</p>	2 years from date license cancelled	8 years	10 years from date license cancelled	Pursuant to CGS §14-52, license is valid for two (2) years.
39.	<p><b>Dealer Unit Lost Plate Records</b></p> <p>This series documents lost or stolen business license plates. Including but not limited to: lost or stolen plate receipts (Form K-13); and related police reports, if available.</p>	2 years from date reported	3 years	5 years from date reported	

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40.	<p><b>Dealer Unit Registration Records</b></p> <p>This series documents issuance of license plates to dealers, dealers, repairers, motor vehicle recycler's business (aka junkyards), manufacturers, leasing companies, autoclubs and marine dealers in Connecticut. Including but not limited to: registration applications (Form K-74); and supporting documentation.</p>	1 year after expired license year	3 years	5 years after expired license year	Pursuant to CGS §14-22, registration is valid for two (2) years.
41.	<p><b>Driving School Education Certificate Stubs (CS1)</b></p> <p>This series documents issuance and maintenance of pre-numbered certificate booklets/stubs for drivers' education certificates. Including but not limited to: certificate stubs returned to DMV.</p>	1 year from date received	2 years	3 years from date received	
42.	<p><b>Driving School Instructor Records</b></p> <p>This series documents the licensing of drivers' schools instructors in Connecticut. Including but not limited to: approved and denied/withdrawn applications for Driving School Instructor (R-7A); and supporting documentation, including examinations to determine physical condition of driver (R-323); diplomas; driving school instructor training schedules (R-280); certificates of behind-the-wheel (R-230); commercial driving school instructor's proficiency (R-250); and Department of Children and Families searches.</p>	1 year from date license is no longer active	2 years	3 years from date license is no longer active	Pursuant to CGS §14-73, license is valid for one (1) year.
43.	<p><b>Driving School Operator Retraining Program Records</b></p> <p>This series documents the administration of the Operator's Retraining Program for the licensing of schools pursuant to CGS §14-111g. Including but not limited to: agreements; bonds; insurance verifications; inspections; locations of programs; and lists of instructors.</p>	1 year after program participation ends	2 years	3 years after program participation ends	
44.	<p><b>Driving School Records</b></p> <p>This series documents the licensing of drivers' schools in Connecticut. Including but not limited to: approved and denied/withdrawn applications for drivers' schools (R-94); and supporting documentation, including, survey maps; fire marshal reports; bonds; insurance; school/ building safety code requirements; trade name papers; zoning information; driver education vehicle inspection reports (R-138); rate schedules (R-100); classroom schedules; and Department of Public Safety fingerprint applications.</p>	1 year from date license is no longer active	2 years	3 years from date license is no longer active	Pursuant to CGS §14-69, license is valid for one (1) year.

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45.	<b>Enforcement Case Records</b> This series documents inspection and enforcement, and administrative hearing proceedings for violations of insurance and bond requirements. Including but not limited to: inspection reports; supporting documentation; hearing decisions; cancellation notices; and final resolutions or stipulated agreements.	2 years from date case closed	3 years	5 years from date case closed	
46.	<b>Transporter Registration Records</b> This series documents registration and issuance of license plates for transporters. Including but not limited to: supporting documentation: applications for registration (E211/H13), proof of financial responsibility, insurance certificates, trade name certificates, Secretary of the State filings, agent for service forms, owner information(K26), and CT sales tax permits.	1 year after expiration	2 years	3 years after expiration	Pursuant to CGS §14-35, registration expires annually on last day of March.
<b>G.</b>	<b>LICENSING – OPERATOR / NON-DRIVER IDENTIFICATION</b>				
47.	<b>Branch Office License Quality Control/Bookkeeping Records</b> This series documents the activity of Branch Offices for auditing/quality control purposes. Including but not limited to: journal tapes; voided and unvalidated forms (B-268); bookkeeping reconciliation reports (F-70/F-74); and related documents.	6 months from date filed	6 years, 6 months from date filed	7 years from date filed	
48.	<b>Change of Address and Donor Status Records</b> This series documents address changes for driver's licenses, identification cards, vehicle registrations, and organ and tissue donor status. Including but not limited to: change of address forms; and donor status forms (B-58).	1 month from date entered into system	6 years, 11 months from date entered into system	7 years from date entered into system	See CGS §14-41 re: expiration and renewal.
49.	<b>Driver Services Records</b> This series documents driving histories for suspended and revoked operators licences (individual and commercial drivers) resulting from any violation leading to a suspension of the operator license. Including but not limited to: medical review records; restorations; documentation submitted by operator; suspension notices; restoration notices; and any related correspondence.	Until license restored	10 years from date license restored	10 years from date license restored	Pursuant to CGS §14-215, §14-224, and §14-227a.

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50.	<p><b>Driver Services Sanctions Records</b></p> <p>This series documents driver sanctions (e.g., license suspension). Including but not limited to: violations issued to in-state and out-of-state operators (prior to mailing notice to the licensee and/or license issuing state); suspension notices; disqualification notices; retraining warning letters; Driver License Agreement convictions for other jurisdictions; failure to appear notices pursuant to CGS §14-140; USPS Certificate of bulk mailing of license suspension notices; and other supporting documentation.</p>	10 years from date of notice	- 0 -	10 years from date of notice	Hard copy is mailed to driver; imaged copy is retained by DMV.
51.	<p><b>Specialized Driver Testing and Retesting Records</b></p> <p>This series documents operator training on vehicles with special equipment and eligible candidates with limited licenses without special equipment. Including but not limited to: intake sheets; medical reports; rehab facility evaluation reports; training dates/results; on-the-road skills test date/results; detailed reports (if trainee not a candidate for a license); and dates/results of limited license retests administered to applicants with impairments but who do not need special adaptive equipment.</p>	2 years from date case closed	8 years	10 years from date case closed	Effective July 1, 2011, Public Act 11-61 transferred the handicapped driver training program to the Bureau of Rehabilitative Services (BRS) and renamed the program to the Driver Training Program for Persons with Disabilities.
52.	<p><b>Handicapped Parking Permit Records</b></p> <p>This series documents application and issuance of parking permits for individuals with a temporary or permanent disability. Including but not limited to: special permit application and impairment certificate (Form B-225); supporting documentation; and related correspondence.</p>	1 year	6 years	7 years	Permanent disability permits are valid for the duration of the driver's license or identification card. Temporary permits are valid for six (6) months.
53.	<p><b>Learner's Permit, Operator License, and Non-Driver ID Application Records – Hard Copy</b></p> <p>This series documents application and issuance of permits, licenses, and identification cards. Including but not limited to: applications to obtain a Learner's permit (B-307); Non-Commercial Drivers License (R-229); Commercial Drivers License (R-229A); endorsements; and Non-driver Photo Identification (B-230), including any supporting documentation as required; and new driver road test results.</p>	3 months from date approved/denied	6 years, 9 months from date approved/denied	7 years from date approved/denied [119 STAT. 231 §202(d)(2)]	See CGS §14-41 re: expiration and renewal. Pursuant to the REAL ID Act of 2005 [Public Law 109-13 §202(d)(2)], "a state shall retain paper copies of source documents for a minimum of seven (7) years or images of source documents for a minimum of ten (10) years." DMV began imaging records effective May 20, 2009.

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54.	<p><b>Learner's Permit, Operator License, and Non-Driver ID Application Records – Electronic Copy</b></p> <p>This series documents the application and issuance of permits, licenses, and identification cards. Including but not limited to: applications to obtain a Learner's permit (B-307); Non-Commercial Drivers License (R-229); Commercial Drivers License (R229A); endorsements; Non-driver Photo Identification (B-230), including any supporting documentation as required; and new driver road test results.</p>	10 years from date approved/denied [119 STAT. 231 §202(d)(2)]	- 0 -	10 years from date approved/denied [119 STAT. 231 §202(d)(2)]	See CGS §14-41 re: expiration and renewal. Pursuant to the REAL ID Act of 2005 [Public Law 109-13 §202(d)(2)], "a state shall retain paper copies of source documents for a minimum of seven (7) years or images of source documents for a minimum of ten (10) years." DMV began imaging records effective May 20, 2009.
55.	<p><b>Learner's Permit, Operator License, and Non-Driver ID Issuance Records</b></p> <p>This series documents the issuance of permits, licenses, and identification cards after driver's license information is entered into the system to create the physical license or ID. Including but not limited to: applications (B-268 and BC-1).</p>	6 months from date approved/denied	6 years and 6 months from date approved/denied	7 years from date approved/denied	See CGS §14-41 re: expiration and renewal.
56.	<p><b>Operator License Data Entry Quality Control Records</b></p> <p>This series documents quality control and information verification of operators. Including but not limited to: branch daily work copies (R-229 and R-229A); license appointment forms (LA-1); non-driver ID applications (B-230); and learner permit applications (B-307).</p>	1 month from date license issued	6 years, 11 months from date license issued	7 years from date license issued	See CGS §14-41 re: expiration and renewal.
57.	<p><b>Public Service Endorsement Records</b></p> <p>This series documents public passenger endorsement approvals and denials for taxis, livery, public service, school bus or any other special license to operate a vehicle to carry passengers. Including but not limited to: applications (R-7); physical exam forms; copies of DPS and FBI background checks (CHRC); Driver History Records (DHR); supporting documentation; and hearing files, if any, pertaining to such applications.</p>	6 months from date approved/denied	9 years, 6 months from date approved/denied	10 years from date approved/denied	See CGS §14-44 re: license endorsement.
58.	<p><b>School Bus Drivers Licensing Proficiency Evaluation Records</b></p> <p>This series documents the evaluation and licensing proficiency of school bus drivers. Including but not limited to: evaluation checklists for new and renewed applicants; evaluation reports; and forms (Y-6).</p>	2 years	2 years	4 years	Records are transferred off-site at the end of fiscal year (FY).
<b>H.</b>	<b>OWNERSHIP – VEHICLE AND VESSEL</b>				

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59.	<b>Abandoned Vehicle Records</b> This series documents the removal of abandoned vehicles from private property. Including but not limited to: motor vehicle notice of tow; notice of intent to sell; affidavit of compliance; artificer's lien (Form H-100); and supporting documentation (e.g., repair/tow invoices and photographs).	1 year from end of calendar year	2 years	4 years	Vehicles are towed in accordance with CGS §14-145 and §14-150.
60.	<b>Abandoned Vehicle Records – Municipality Tow Records</b> This series documents the removal of abandoned vehicles by local police departments. Including but not limited to: municipality reports of abandoned motor vehicle (Form H-109).	Until end of calendar year	3 years	4 years	
61.	<b>DMV Title System Records</b> This series documents the issuance of certificates of title for ownership of vehicles in Connecticut.	10 years from date title cancelled	– 0 –	10 years from date title cancelled	Electronic title file maintained in accordance with CGS §14-175.
62.	<b>Vehicle Title Records – Original Application and Supporting Documents</b> This series documents the application, and issuance, of certificates of title of vehicles (automobiles, all-terrain vehicles, camp trailers, motorcycles, and snowmobiles) in Connecticut. Includes suspended or revoked certificates of title. Including but not limited to: application for original certificates of title (Form H-13); dealer online registration form (blue card); and supporting documentation (e.g., ownership documents, bills of sale, federal odometer statements, parental registration consent forms, and proof of insurance).	10 years from date title issued	– 0 –	10 years from date title issued	Pursuant to CGS §14-183(c), DMV must retain surrendered certificates of title for five (5) years; Hard copy is destroyed after imaged copy is checked for quality assurance in accordance with State Library Digital Imaging Standards.
63.	<b>Vehicle Title Records – Duplicate Titles</b> This series documents the reissuance of certificates of title due to loss, theft, mutilation, destruction, or illegibility pursuant to CGS §14-178. Including but not limited to: application for duplicate certificate of title (Form H-6B) and supporting documentation (used for verification of lien release, signatures, and address confirmation).	Until end of calendar year	3 years	4 years	
64.	<b>Vehicle Title Records – Junk Titles</b> This series documents the branding of “JUNK” on certificates of title for vehicles that have been declared a total loss by recyclers / junkyards in Connecticut. Including but not limited to: copy of stamped titles submitted by recyclers / junkyards.	Until end of calendar year	4 years	5 years [CGS §14-183(c)]	Certificates of title are branded in accordance with CGS §14-16c.

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
65.	<b>Vehicle Title Records – Manufactured Buyback Lists</b> This series documents the branding of “MANUFACTURER BUYBACK” on certificates of title for vehicles that have been bought back by manufacturers (pursuant to Lemon Laws). Including but not limited to: listing of buyback vehicles (lists of VINs [Vehicle Identification Number]) submitted by manufacturers.	Until end of calendar year	4 years	5 years [CGS §14-183(c)]	Certificates of title are branded in accordance with CGS §42-179(g).
66.	<b>Vehicle Title Records – Salvage Titles</b> This series documents the branding of “SALVAGE” “SALVAGE PARTS ONLY,” or “FLOOD” on certificates of title for vehicles that have been declared a total loss by insurance companies in Connecticut. Including but not limited to: copy of stamped titles submitted by insurance companies.	Until end of calendar year	4 years	5 years [CGS §14-183(c)]	Certificates of title are branded in accordance with CGS §14-16c.
67.	<b>Vehicle Title Records – Suspense Title Cases</b> This series documents the application for certificates of title that were not issued due to incomplete information. Including but not limited to: registration application (Form H-13); and supporting documentation.	Until title suspense case is resolved or ownership verified through submission of additional information or documentation	– 0 –	Until title suspense case is resolved or ownership verified through submission of additional information or documentation	
68.	<b>Vehicle Title Records – Title Searches</b> This series documents requests and responses for title searches by members of the public or title search companies. Including but not limited to: title copy records requests (Form J-23T); and related correspondence.	2 years	– 0 –	2 years	
<b>I.</b>	<b>PERMITS</b>				
69.	<b>Flashing Lights Permits</b> This series documents the application and issuance of permits to display lights other than those provided as standard on motor vehicles for emergency or maintenance vehicles. Including but not limited to: applications; and supporting documentation.	3 years	– 0 –	3 years	See CGS §14-96p regarding flashing light and permitting requirements.
70.	<b>Tinted Window Permits</b> This series documents the application, and issuance, of permits for exemptions from tinted window requirements. Including but not limited to: requests for application and special permit for exemption from tinted window requirements (Form E-220); and supporting documentation (e.g., written authorization from a medical professional).	3 years	– 0 –	3 years	See CGS §14-99g regarding use of tinted or reflectorized windows and obstruction of view. Permits expire when two (2) year registration expires; applicant must reapply with renewed registration.

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		Office (A)	Off-site (B)	Total (A + B)	
<b>J.</b>	<b>REGISTRATION – VEHICLE AND VESSEL</b>				
71.	<b>International Registration Plan Account Records</b> This series documents the International Registration Plan (IRP) for reciprocity of registration in Connecticut. Including but not limited to: registration application or renewal; supplemental form C/E and supporting documentation; insurance verification; F-2290; and Secretary of the State filings.	1 year after the close of the registration year	4 years	5 years after the close of the registration year	Pursuant to IRP Plan Article XIII, Section 1355 and the Peer Review Compliance Guide, member jurisdictions are reviewed once within a five (5) year peer review cycle.
72.	<b>International Registration Plan Recap Records</b> This series documents the International Registration Plan (IRP) for reciprocity of registration for foreign jurisdictions. Including but not limited to: apportionable fees and member jurisdiction collected and transmitted to member jurisdictions (e.g., registrant account number, registrant name, registration year, batch number or date range, amount of payment, original or supplement number, distance and apportionment percentage, payment date, number of months for which apportionable fees are calculated, vehicle types, vehicle weights [both old and new weights in the case of weight increases] or axles).	1 year after the close of the registration year	4 years	5 years after the close of the registration year	Pursuant to IRP Plan Article XIII, Section 1355 and the Peer Review Compliance Guide, member jurisdictions are reviewed once within a five (5) year peer review cycle; See CGS §14-34a for further information.
73.	<b>Vehicle Registration Records</b> This series documents the application, and issuance, of certificates of registration and permits of motor vehicles (automobiles, all-terrain vehicles, camp trailers, fire apparatus, motorcycles, motor vehicles engaged in seasonal operations, and snowmobiles) in Connecticut. Includes handicap plates. Including but not limited to: pink registration application (Form H-13); copy records request (Form J-23); M-I21 document; application for duplicate certificate of title (Form H-6B); copy of special permit application and impairment certification (Form B-225); no fee replacement affidavit (Form E-22); inspection form; and flashing light permits.	3 months	2 years 9 months	3 years [CGS §14-10(c)(1)]	Vehicle registration is active for two (2) years from date of issue.
74.	<b>Vehicle Registration Records – Lost / Stolen Plates</b> This series documents the loss or theft of motor vehicle license plates. Including but not limited to: lost or stolen marker plate form (E-159).	6 months	2 years, 6 months	3 years [CGS §14-10(c)(1)]	
75.	<b>Vehicle Registration Records – Special Plates</b> This series documents the application, and issuance, of certificates of registration of motor vehicles in Connecticut for special plates (e.g., vanity, veteran, themed commemorative plates). Including but not limited to: special order plate application (Form M-22).	1 year	2 years	3 years [CGS §14-10(c)(1)]	

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		Office (A)	Off-site (B)	Total (A + B)	
76.	<p><b>DMV Registration System Records</b></p> <p>This series documents the issuance of vehicle registrations in Connecticut, including vehicle description and registration expiration date.</p>	3 years from vehicle expiration or cancellation [CGS §14-10(c)(1)]	- 0 -	3 years from vehicle expiration or cancellation [CGS §14-10(c)(1)]	
77.	<p><b>Vessel Registration Records</b></p> <p>This series documents the application, and issuance, of certificates of registration of vessels (boats and personal watercraft) in Connecticut. Including but not limited to: application for vessel registration (Form B-148); vessel renewal (Form OCR-3A); supporting documentation (e.g., bills of sale); and vessel registration records contained in the vessel registration system.</p>	10 years	- 0 -	10 years	Registration is active for one (1) year from date of issue.
78.	<p><b>Vessel Registration Marine Dealer Records</b></p> <p>This series documents the assignment of registration numbers and issuance of temporary certificates of number upon the sale or transfer of a vessel for marine dealers pursuant to CGS §15-144(e). Including but not limited to: insurance bonds.</p>	1 year	3 years	4 years	