



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Accident Report Records

**CUTOFF:**EOCY

**DESCRIPTION:** Records pertaining to accident reports including all compliance documents compiled which may include, Motor Vehicle Accident Report and unsatisfied judgement documents pursuant to RSMo 303.040, 303.045 and 49 CFR 384.231(d).

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22280

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Accident Security Cases

**CUTOFF:**Cutoff: EOSFY in which case closes.

**DESCRIPTION:** Accident security bonds are posted for uninsured motorists involved in a motor vehicle accidents. Records include reinstatement fees, deposits, bank statements, refund slips, ledgers and driver license reinstatement fees used to write a check in the state financial system against the State Treasury for reinstatement fee refunds.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22299

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Address Change Forms

**CUTOFF:**EOCY

**DESCRIPTION:** Documents used to update address information on driver licenses and motor vehicle files.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:** Driver licenses are renewed every 6 years. Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22290

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Chemical Refusal Cases

**CUTOFF:**EOCY

**DESCRIPTION:** Cases involving revocations of drivers licenses for refusal to submit to chemical testing.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22284

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Citation Cases

**CUTOFF:**EOCY

**DESCRIPTION:** Records of the initial notification to the Department of Revenue for failing to pass required examinations. Notification may come from the physician, family member or law enforcement. Records include, but are not limited to, correspondence letters to the driver, the physicians statement, driver test results from the Missouri State Highway Patrol and license revocation/denial information. Records created per 302.291, RSMo.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22282

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Compliance Documents

**CUTOFF:**EOCY

**DESCRIPTION:** Records include, but are not limited to SR-22, SR-24, and SR-26 filings, Substance Abuse Traffic Offenders Program documents, returned mail from the Post Office, and Data Manipulation Language On Line (DMLO) requests. These documents support the suspension, revocation or denial action taken.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Notes: Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22295

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Conviction Record Files

**CUTOFF:**EOCY

**DESCRIPTION:** Conviction reports forwarded by the courts concerning traffic law violations. All convictions posted to a drivers record are maintained because they may result in a suspension, revocation, denial or disqualification. per 49 CFR 384.231(d) also see 12 CSR10-24.050.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22277

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Document Review for Fraud or Reports of Deception

**CUTOFF:**EOCY

**DESCRIPTION:** Files include, but are not limited to birth certificates, immigration documents, social security card numbers, letters from the Social Security Office, test papers, U.S. passports (valid or expired) and U.S. military identification cards or discharge papers. Information is used to determine the accuracy of documents presented to Department of Revenue and/or Missouri State Highway Patrol at the time of examination and/or application for a instruction permit, driver license or non driver license.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22371

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Driver License Application Source Documentation - Non-REAL ID

**CUTOFF:** End of calendar year issued

**DESCRIPTION:** Documents used by individuals to apply for new, renewal or duplicate driver license and identification cards that are valid for official state purposes. Records include, but are not limited to, data verification statements, driver examination written test papers, instruction permits, and identification card verification statements. Records kept per Section 302.170 RSMo.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:** Driver licenses are renewed every 6 years. DOR needs to keep 2 6-year cycles plus grace period on records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22275

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019

**TITLE:** Driver License Application Source Documentation - REAL ID

**CUTOFF:** End of Calendar Year Issued

**DESCRIPTION:** Documents required to apply for new, renewal, or duplicate driver license and identification cards with REAL ID compliance. Records used for official state and federal purposes as outlined in the federal REAL ID Act of 2005, such as domestic air travel and seeking access to military bases and most federal facilities. Records include, but are not limited to, data verification statements, driver examination written test papers, instruction permits, identification card verification statements, Missouri Residency and name change documents such as copies of passports, birth certificates, certificates of naturalization and citizenship, permanent resident cards, in-state or out-of-state REAL ID driver licenses, permits or identification cards, social security cards, W-2 Forms, pay stubs, utility bills, voter registration cards, bank statements, property tax receipts, marriage licenses, divorce decrees, adoption papers, or court orders. Records maintained pursuant to 6 CFR PART 37.31, and Section 302.170 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** REAL ID documents are stored electronically and will purge automatically one day after the required 10- year retention period.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24535

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Judgments

**CUTOFF:**EOCY

**DESCRIPTION:** Records pertaining to court rendered judgements as a result of accident damages including all compliance documents per 303.045 RSMo.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22283

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Mentally Incompetent Cases

**CUTOFF:**EOCY in which case closed

**DESCRIPTION:** Cases involving court orders judging a licensee mentally incompetent 302.060 RSMo.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22287

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Missouri Driver License (MODL) Generated Notices and Documents

**CUTOFF:**EOCY

**DESCRIPTION:** These notices and documents support the suspension, revocation, or denial actions taken against Missouri residents. Records include but are not limited to Notices of Loss of Driving Privileges, Corrected Copy Notices, Notices of Security/Financial Responsibility Requirements and Reinstatement Notices.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22296

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



Agency Records Disposition Schedule

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Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Missouri Driver License (MODL) Output Listings

**CUTOFF:** EOSFY

**DESCRIPTION:** Output listings generated from Driver License Bureau Withdrawal and Issuance, Commercial Driver License (CDL), and Commercial Driver License Information System (CDLIS). These records identify problems with driver records that need to be researched further and may require revisions.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22297

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Power of Attorney

**CUTOFF:** EOY of expiration of Power of Attorney.

**DESCRIPTION:** Lists of persons, and supporting documentation, from insurance companies of individuals who have Power of Attorney to act for motorists in their dealings with their insurance companies. Documents may include, but are not limited to accident report, proof of financial responsibility and registration certificate per 303.180 RSMo.

**RETENTION:** Years: 1 Months: 6 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22281

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** State Reciprocity Agreements

**CUTOFF:** WSO

**DESCRIPTION:** Agreements between and among states concerning recognition of the suspension or revocation action by other state jurisdictions.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22274

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section:

Division: Driver License Bureau

Sub-Section:

**TITLE:** Suspension and Revocation Files

**CUTOFF:**EOCY

**DESCRIPTION:** Documents concerning activity authorized under Chapter 303, RSMo.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22279

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Suspension, Revocation, Denial and Hold Files

**CUTOFF:**EOCY

**DESCRIPTION:** Documents concerning individuals involved in accidents from Courts, law enforcement and insurance companies, concerning traffic convictions and suspension or revocation data from Missouri driver records authorized under 49 CFR 384.231(d).

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22278

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Traffic Records with Suspended Imposition of Sentence

**CUTOFF:**EOCY

**DESCRIPTION:** Records of convictions detailing court actions on cases involved with land or marine vehicles that resulted in a Suspended Imposition of Sentence.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22294

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section:

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Sub-Section:

**TITLE:** Voluntary Surrenders

**CUTOFF:** EOCY

**DESCRIPTION:** A license shall be deemed voluntarily surrendered to the Department because of, but not limited to the following reasons:  
(a) The license is held by a minor and the person who signed the application of the minor for the license dies; or  
(b) The communication to the Department of confidential medical reasons that render the driver either physically or mentally incapable of driving.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:** Records imaged and paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22292

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012