



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Address Change Forms

CUTOFF:EOCY

DESCRIPTION: Documents used to update address information on driver license and motor vehicle files. Drivers licenses' are renewed every six years. Department of Revenue needs to keep two six year cycles plus grace period on records.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES: Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 23763

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Application for Online Dealer's Monthly Sales Report Filing

CUTOFF:EOSFY

DESCRIPTION: Application used by motor vehicle dealers to establish an account in the notice of sale system. The seller of a motor vehicle, trailer, or all-terrain vehicle is required to report applicable sales to the Department of Revenue within 30 days. Dealers may file by submitting a paper form (DOR-5049 or 5049A) or file electronically.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES: Any dealer that averages 20 sales or more per month will be required to file all sales electronically.

DISPOSITION ACTION: Destroy

SERIES: 23762

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Application for Online Records Access Account

CUTOFF:EOSFY

DESCRIPTION: Application for the approval and issuance of an online account which allows an authorized user to file Notice of Liens, Direct Debit, Records Access or conduct a record inquiry look up (Form 5017).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23761

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Application for Permit to Operate as a Motor Vehicle or Marine Craft Leasing Company

CUTOFF: EOCY

DESCRIPTION: Records include, but are not limited to application, proof of a bonafide place of business, dealer surety bond, criminal record check and registration fee must be submitted. Statement of insurance certification required. License expires December 31 biannually (DOR form 901).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22348

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Billing Statement/Invoices of Information Sales

CUTOFF: EOSFY

DESCRIPTION: Records include invoices of motor vehicle/drivers license record information sales, account holder information, and the payment(s) received or credited to their account. Statements and invoices account for the billing(s) submitted to the department's Dialing for Records System (DARS).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22369

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Category Range Listings

CUTOFF: EOCY

DESCRIPTION: Quarterly Report of current ranges of tabs, decals, permits and plates in each category. Maintained and utilized for accountablilty and reconciliation purposes. Form (DM53440).

RETENTION: Years: 0 Months: 3 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22272

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Certificate of Title Applications

CUTOFF:EOCY

DESCRIPTION: Motor vehicle and marine craft applications used in the issuance of titles for all motor vehicles, ATVs, trailers, motorboats, and outboard motors. Documentation submitted by title applicant consists of paperwork used to fulfill the registration type requested (DOR forms 108, 108A, 5005 and 93).

RETENTION: Years: 35 Months: 0 Days: 0

NOTES: Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22354

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Child Support Motor Vehicle Lien Filing

CUTOFF:EOCY

DESCRIPTION: Department of Social Services requests for liens to be placed on motor vehicles for non-payment of child support.

RETENTION: Years: 35 Months: Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22372

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Contract Office Inventory Reports

CUTOFF:WSO

DESCRIPTION: Semi-annual and closing inventory reports listing all items in stock within a contract office at time of inventory or closing of contract (Forms 1387 and 1387A through 1387F).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22334

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Correction Order

CUTOFF: EOSFY

DESCRIPTION: Order requesting a move of money from one category to another in the Missouri Transportation Accounting System (MTAS).
Notes: Authorized contract and department personnel will complete a correction order when a depositing error has been discovered to ensure monies are distributed to the appropriate funds and organizations by the agency accounting system (Form DOR 983).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22336

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Dealer Licensure Records

CUTOFF: EOY in which dealer license expires

DESCRIPTION: Records include, but are not limited to proof of a bonafide place of business, dealer surety bond, criminal record check, registration fee, application and all supporting documents required for dealer licensure (Form 4682).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Customers may file against a dealer's bond up to 5 years after the purchase date.

DISPOSITION ACTION: Destroy

SERIES: 22346

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Dealer Monthly Sales Reports

CUTOFF: EOY

DESCRIPTION: Reports submitted by dealers to the Department of Revenue of all motor vehicle, trailer, all terrain vehicle, manufactured home, watercraft and outboard motor sales. Reports include, but are not limited to date sold and delivered, name of party to whom sold, address, year, make, model, new or used and manufacturer's number.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22344

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Drive Away Plate Application

CUTOFF:EOCY

DESCRIPTION: Application form used to obtain a plate issued for the purpose of transporting vehicles involved in a drive away operation. These plates are limited to persons and motor carriers other than motor vehicle dealers and may be used repeatedly by the licensee during the calendar year of issuance.Trailer dealers may purchase one drive away plate to demonstrate a motor vehicle acquired by the dealer as a trade-in if applicable (DOR form 2277).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22349

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Driver's Privacy Protection Act Files

CUTOFF:EOCY

DESCRIPTION: Records include requests by government entities, insurance companies and private investigators for motor vehicle/drivers license records/security access code (Form 4678). This is an agreement between record request customers and the Department of Revenue regarding access to personal information on an individual's vehicle registration or driver and non-driver license record.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22366

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Expired and Surplus Inventory

CUTOFF:EOCY

DESCRIPTION: A physical inventory of all expired and surplus material held by the Department of Revenue. Inventory includes all items sold by the bureau, which include, but are not limited to plates, tabs and decals.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22267

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Insurance Notifications

CUTOFF:EOCY

DESCRIPTION: Records include, but are not limited to notice from insurance companies received when a total-loss claim is paid on a motor vehicle. This notice must contain the following information: the year, model, make, vehicle's identification number, the vehicle registration plate number, and state of registration if known; the name, address and phone number of the insurer who is submitting the notice; the insurer's claim number and the date the vehicle was declared a total loss by the insurer per 304.156 RSMo.

RETENTION: Years: 0 Months: 0 Days: 90

NOTES: Records imaged and paper destroyed

DISPOSITION ACTION: Destroy

SERIES: 22359

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Invalid Plate Report

CUTOFF:EOCY

DESCRIPTION: A report listing any defective or missing plates. Defective plates are destroyed by the Motor Vehicle Bureau (Form 740).

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22335

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: License Material Listings

CUTOFF:EOCY

DESCRIPTION: An inventory conducted by staff keeping track and showing a listing of all items to be accounted for. May include, but are not limited to singles or sets of plates, decals, tabs and permits (Form DM53410).

RETENTION: Years: 0 Months: 1 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22271

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Lien Perfection Update Reports

CUTOFF:EOCY

DESCRIPTION: Records Include, but are not limited to Daily Lien Perfection Update Management Reports, Weekly Lien Match Name Suspects Reports and Daily Lien Master Suspect Lists. Reports are used to determine record modifications needed to update the lien file (Forms DM3080-01, DM43105-02 and DM43085-01).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22257

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Missouri Online Registration Exchange Reports (MORE)

CUTOFF:EOCY

DESCRIPTION: Reports generated from the online renewal system that shows the inventory processed online.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22340

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Missouri Salvage Business License Application

CUTOFF:EOSFY

DESCRIPTION: Application form used to obtain a salvage business license to engage in the business of used parts dealer, salvage dealer, dismantler, body shop, rebuilder or mobile scrap processor. Only salvage dealers and dismantlers can purchase vehicles from a salvage pool (DOR form 1879).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Expiration is June 30, biennially.

DISPOSITION ACTION: Destroy

SERIES: 22347

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Monthly Fee Listing

CUTOFF: End of Calender Month

DESCRIPTION: A monthly report that identifies vehicles with insufficient or conflicting registration information. Records are used to correct registrations and allow fees to be calculated correctly on renewal notices (Form DM50060-04).

RETENTION: Years: 0 Months: 1 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22260

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Monthly Replacement Plate Listings

CUTOFF:EOCY

DESCRIPTION: Listing of each replacement plate that was ordered for that month and the corresponding batch number (Form DM50255-01).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22273

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Monthly Title Record

CUTOFF:EOCY

DESCRIPTION: Monthly report of titles deleted from the retired or active Vehicle Identification Number file. Maintained for accountabilty and inquiry purposes (Form DM43470-01).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22262

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Motor Vehicle Sales Listing

CUTOFF:EOCY

DESCRIPTION: A report of total motor vehicle sales by county. The information is used for statistical purposes by internal (pertains to bureau staff) and external (all others outside of the bureau) customers (DOR DI52L05).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: A reference copy is retained in the administrative office.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22353

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Notice of Lien

CUTOFF:EOCY

DESCRIPTION: Applications for lien holders to perfect their lien for vehicles titled and registered in the state of Missouri pursuant to 301.600, 301.190, and 301.620 RSMo (DOR forms 4809 and 108).

RETENTION: Years: 35 Months: 0 Days: 0

NOTES: Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22360

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Notice of Lien (NOL) and Record Search Summary Reports

CUTOFF:EOCY

DESCRIPTION: Reports include transaction summary, return resolution and collection entry. These records are used for daily report accounts for the total number of Notice of Liens filed, record inquires, and applicable charges.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22357

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Notice of Sale

CUTOFF:EOCY

DESCRIPTION: Notice from an owner of a motor vehicle, boat or ATV trailer to the Department of Revenue of a sale. Records kept pursuant to 301.196 and 301.197.2 RSMo (Form 5049).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22356

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Permanent Disabled Placard Applications

CUTOFF:EOCY

DESCRIPTION: Applications and renewals for issuance of a disabled placard tag. Placard must be renewed every four years (Forms 2769 and 289D).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Records are imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22341

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Physician's Statement for Disabled License Plates/Placard

CUTOFF:EOCY

DESCRIPTION: Certification from a physician that a customer is disabled and entitled to a disabled plate or placard. Per 301.142.21RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: A new physician's statement must be obtained every four years.

DISPOSITION ACTION: Destroy

SERIES: 22358

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Plate Invoices

CUTOFF:EOCY

DESCRIPTION: Signed invoices recieved from each branch or agent office, accounting for the delivery of specific plate inventory by authorized office personnel.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22269

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Post Office Return Inventory Items

CUTOFF:EOCY

DESCRIPTION: Records Include, but are not limited to titles, permits, license plates, tabs, and ATV, boat, and outboard motor decals, returned by the postal authorities as unclaimed, addressee unknown, or moved.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22265

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Print Orders

CUTOFF:EOSFY

DESCRIPTION: Documents used to submit print requests to the Office of Administration Central Printing Department.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES: Originals in the Office of Administration. Copy in Department of Revenue Accounting and Purchasing Services.

DISPOSITION ACTION: Destroy

SERIES: 22291

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Registration Applications

CUTOFF:EOCY

DESCRIPTION: Motor vehicle and marine craft applications used to purchase, renew, or transfer licenses of any motor vehicle, ATV, trailer, motorboat or outboard motor. These applications are used to update the General Registration, Marine, and Missouri Outboard Motor Titling and Registration (MOTRS) systems. Includes License Application, License Plate Renewal, Placard Renewal, Replacement Plate and Watercraft/Outboard Motor Registration Application (Forms 184, 289, 289W and 2686).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22339

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Rejected Applications and Correspondence

CUTOFF:EOCY

DESCRIPTION: Applications submitted to the Motor Vehicle Bureau that do not meet all requirements are noted as rejected applications. Correspondence is prepared and submitted to applicable parties. Parties are notified of the application received and the outstanding requirement(s) needing resolution prior to the issuance of the requested item. Records include, but are not limited to title, plate and placard.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES: Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22332

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Replacement Tab/Plate Applications

CUTOFF:EOCY

DESCRIPTION: Form used to request a replacement tab or plate when the tab or plate has been lost, stolen or mutilated (Form 1576).

RETENTION: Years: 4 Months: 1 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22342

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Secure Power of Attorney

CUTOFF:EOCY

DESCRIPTION: A Secure Power of Attorney (SPOA) is used when a vehicle is sold and the title is not available for proper assignment on the date of sale because the title is held by a lienholder, or a duplicate title is needed (Form-5086) Per RSMo. Section 407.536.8.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22345

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Special Fuel Decal Applications

CUTOFF:EOCY

DESCRIPTION: Application used to apply for a special fuel decal. Special fuel decals are required for motor vehicles that are powered by liquid propane gas, natural gas or Electricity (Form 2300).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Application is renewed annually. Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22343

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Surrendered Junk Titles

CUTOFF:EOCY

DESCRIPTION: Titles surrendered for destruction of junk vehicles.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Information from the title is keyed into the Department's Master Vehicle Brand History file system.

DISPOSITION ACTION: Destroy

SERIES: 22266

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Title and Registration Report

CUTOFF:EOCY

DESCRIPTION: Reports by management and administrative staff, based on the titles and registrations processed by the Motor Vehicle Bureau. Reports include, statistics, workload, revenue projections, number processed and turnaround time (D150M01L (3&4) and D150M02B (1)).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22362

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Title Service Certificate of Registration

CUTOFF:EOCY

DESCRIPTION: Application form used for the registration of a title service agent to conduct business with the Department of Revenue. Supporting documents include, but are not limited to Application for Title Service Agent License, Zoning Approval Form, Surety Bond, Power of Attorney, proof of worker's compensation coverage or exemption from coverage requirements, criminal background checks, and business registration letter (Form 2509).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Renewed every two years

DISPOSITION ACTION: Destroy

SERIES: 22350

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Title System Statistics

CUTOFF:EOCY

DESCRIPTION: Monthly total of all titles issued by type. Used for management and administrative purposes relating to statistics, workload and revenue projections (DM43022-01).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22364

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: Motor Vehicle Bureau

Sub-Section:

TITLE: Unsigned Invoice Listings

CUTOFF: EOSFY

DESCRIPTION: Report of all invoices assigned in previous months that have not been returned signed from a contract office. Includes job runs and duplicate invoices to be mailed to the contract office (Form DM53700).

RETENTION: Years: 0 Months: 1 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22270

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Vehicle Identification Number (VIN) Match Rejects

CUTOFF: EOCY

DESCRIPTION: Report listing vehicles where a title application has been processed and a rejection notification from the Motor Vehicle Bureau (MVB) is pending. MVB staff utilizes this report to ensure titles are not issued to vehicles which have pending issues with the department (Forms DM41160-02 and DM55035-2).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22256

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Vehicle Identification Number Listings

CUTOFF: EOCY

DESCRIPTION: Weekly confidential listing of records in error file, lien file, General Registration System (GRS) or reject system. Records used for maintaining an accurate account of all records listed and associated with the department's stand-alone confidential system (Form DM47850).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22259

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012