

# **Schedule 25-2**

## **DEPARTMENT OF MOTOR VEHICLES**

### **DRIVER AND VEHICLE RECORDS DIVISION**

**OCTOBER 26, 2021**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**25-2**

AGENCY, BOARD OR COMMISSION

**DEPARTMENT OF MOTOR VEHICLES**

DIVISION, BUREAU OR OTHER UNIT

**DRIVER AND VEHICLE RECORDS DIVISION**

Supersedes Edition of August 26, 2014

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

*Phonda Klac*

TITLE

*Director*

DATE

*12 Oct 2021*

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*Anna Shy*

DATE

*10/19/21*

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE

*Pat Redy*

DATE

*10/20/21*

**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

*Monty Bane*

DATE

*10/26/2021*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. [https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report). This report establishes that the destruction was performed in your normal course of business.

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

**SCHEDULE 25-2  
MOTOR VEHICLES  
DRIVER AND VEHICLE RECORDS  
10/26/2021**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of 8/26/2014

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
25-2-1	<b>AFFIDAVIT OF AFFIXTURE FOR A MOBILE HOME WITH A NEBRASKA CERTIFICATE OF TITLE</b>	Photocopy of Affidavit received from a Designated County Official.	ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30 Scan and import to ECM; dispose after image verification. ELECTRONIC IMAGE: 5 years after scan date. MICROFILM: 55 Years	ŸNebraska Vehicle Information System (NVIS) Database, item 25-2-20, serves as index for microfilmed/scanned records ŸDMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d) - NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) Database used 6/1/2006 to 10/13/2019.
25-2-2	<b>APPLICATION FOR CREATION OF A SPECIALTY LICENSE PLATE DESIGN FOR ORGANIZATION</b>	Includes but not limited to: Articles of Incorporation; By Laws; IRS rule of nonprofit, tax-exempt status; Certificate of Existence from Secretary of State; Application and correspondence.	ORIGINAL RECORD: Scan and import to FileBound; dispose of after image verification ELECTRONIC IMAGE: 50 years after date scanned	
25-2-27	<b>APPLICATION FOR SPECIAL LICENSE PLATES</b>	Paper applications for specialty license plates(e.g. Message, Spirit, Organization, Choose Life, Support the Arts, etc.).	ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30. dispose of application 6 months after receipt.	
25-2-3	<b>APPLICATION FOR SPECIAL LICENSE PLATES/PERMITS</b>	Applications for special license plates/permits such as Handicapped, Ex-POW, Pearl Harbor Survivor, etc. Exceptions: Message, Spirit & Organization plate applications and Demonstration, Farm Truck Tractor, Livestock Forage & Local Moving Permits. Information may include, but not limited to: name of applicant(s), address, city and county, vehicle year, make, body style, color, model, etc.	EXCEPTIONS: Data entry into SPECIALTY PLATE SYSTEM DATABASE, item 25-2-23; 5 years ORIGINAL RECORD: Data enter into VicToRy, 25-2-30, scan to ECM; dispose of after image verification ELECTRONIC IMAGE: 5 years after scan date MICROFILM: 55 years	ŸExceptions-Paper records only ŸPrior to January, 2002- Paper records ŸFebruary, 2002 through December 2009-Microfilmed ŸJanuary, 1/1/2010-2/1/2020 Scanned to FileBound ŸDMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384-231(d)

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
25-2-28	APPLICATION FOR SPECIAL PERMITS	Applications for Demonstration, Farm Truck Tractor, Livestock Forage & Local Moving Permits.	ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30. dispose of after image verification. ELECTRONIC IMAGE: 5 years after scan date	Prior to 2/1/2020 images were scanned into FileBound
25-2-4	APPLICATIONS FOR ASSIGNED ID NUMBERS		ORIGINAL RECORD: Data enter into VicToRy, item 25-2-30, Scan and Import to ECM; dispose of after image verification ELECTRONIC IMAGE: 5 years after scan date	FileBound used as image repository from 1/1/2010 through 1/31/2020
25-2-5	APPLICATIONS FOR SELF-INSURANCE	Applications and financial information, correspondence and certificates.	ORIGINAL RECORD: Data Entry into VicToRy, item 25-2-30, Scan and import to ECM; dispose of after image verification. ELECTRONIC IMAGE: 5 years after scan date.	FileBound used as image repository from 1/1/2010 through 12/31/2020
25-2-6	CERTIFICATES OF BONDED TITLE	Applications and accompanying documents.	ORIGINAL RECORD: Data Entry into VicToRy, item 25-2-30, Scan and import to ECM; dispose of after image verification. ELECTRONIC IMAGE: 5 years after scan date.	ŸNebraska Vehicle Information System (NVIS) Database, item 25-2-20, serves as index for microfilmed/scanned records ŸNeb. Rev. Stat. §60-152 ŸDMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d) - NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE was used from 1996 until 10/12/2019, Filebound used from 1/1/2010 until 2/1/2020.
25-2-7	CERTIFICATES OF TITLE AND DUPLICATE TITLES	County Clerks forward one copy of each title issued. Access available by title number, name of titleholder, and numerically by vehicle identification number and make of vehicle. Includes Certification of Title, State-Owned Vehicles, copies of previous ownership instrument and accompanying documents.	SECURITY MICROFILM: State Records Center; 55 years MICROFILM WORK COPY: 55 years	ŸObsolete - August 1, 2000 ŸDMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)
25-2-8	CERTIFICATES OF TITLE: STATE OWNED VEHICLES	Applications, copies of previous ownership, and accompanying documents.	ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30. Scan and import to ECM; dispose of after image verification. ELECTRONIC IMAGE: 5 years after date scanned	Neb. Rev. Stat. 60-152 -- NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE was used from 01/01/1992 until 10/12/2019, Filebound used from 1/1/2010 through 1/31/2020.

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
25-2-9	<b>DECEASED/ SURRENDERED LISTINGS</b>	Listings used to post statuses to the TSI Database. Deceased list received from Nebraska Department of Health & Human Services, Vital Statistics. Surrendered list received from other states' Department of Motor Vehicles.	SURRENDERED LIST (PAPER): Data entry into TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25, and destroy DECEASED LIST (ELECTRONIC): Programmatically updated in TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25, and superseded	
25-2-29	<b>DMV ISSUED MOTOR VEHICLE REGISTRATIONS AND APPLICATIONS</b>	Copies of applications for historical, transporter, repossession, boat dealer trailer and undercover license plates. Copies of registrations.	ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30. Scan and import applications to ECM; dispose of after image verification. Copy of registration issued retained in VicToRy. Paper copy of registration disposed of 30 days after issuance. ELECTRONIC IMAGE: 5 years after scan date	Prior to 2/1/2020 images were scanned into FileBound
25-2-11	<b>DMV ISSUED MOTOR VEHICLE REGISTRATIONS AND APPLICATIONS OBSOLETE 10/12/2019</b>	Copies of applications and registrations issued with historical, transporter, repossession, film vehicle, boat dealer trailer and undercover license plates.	ORIGINAL RECORD: APPLICATION: Data entry into NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE, item 25-2-20. Scan and import into FileBound; dispose of after image verification REGISTRATIONS: Scan and import into FileBound; 5 years ELECTRONIC IMAGE: 5 years after scan date	<ul style="list-style-type: none"> <li>•Paper records filed in numerical order</li> <li>•Nebraska Vehicle Information System (NVIS) Database, item 25-2-20 serves as index for microfilmed/scanned records</li> <li>•Neb. Rev. Stat. §60-3,161</li> <li><input type="checkbox"/> DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)</li> </ul>
25-2-12	<b>DRIVER RECORD REQUEST APPLICATIONS</b>	Request forms received.	ORIGINAL RECORD: 10 REQUESTS OR LESS: Scan and import into FileBound; dispose of after image verification 10 REQUESTS OR MORE: 5 Years ELECTRONIC IMAGES: 5 years after scan date	<ul style="list-style-type: none"> <li>•Traffic Safety Information (TSI) Database, item 25-2-25 serves as index for microfilmed/scanned records</li> <li>•Neb. Rev. Stat. §60-2909</li> <li><input type="checkbox"/> DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)</li> </ul>
25-2-14	<b>DRIVERS LICENSES/ PERMIT/ID CARDS</b>	All driver licenses, permits and ID cards received attached to the Driver's License/Permit/ID Card Applications; received from other states' Department of Motor Vehicles; received for those individuals not suspended, revoked or canceled, and those received which are mutilated or deposited in locked storage bins.	Post status to TRAFFIC SAFETY INFORMATION (TSI) DATABASE, item 25-2-25, and dispose of after data verification	
25-2-15	<b>FRAUD UNIT RECORDS</b>	Crime case files that contain evidence.	ORIGINAL RECORD: Data entry and scan into Crime Soft System; 55 years ELECTRONIC RECORD: 10 years or no longer of administrative value as determined by Administrator, Driver and Vehicle Records Division (whichever is later)	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
25-2-16	<b>HANDICAP PERMIT SYSTEM DATABASE</b>	Includes temporary and permanent individual permits and vehicle permits.	3 years after permit has expired or no longer of administrative value as determined by Administrator, Driver and Vehicle Records Division (whichever is later)	
25-2-17	<b>ISSUANCE CERTIFICATE</b>	Created by Drivers License Examiners using the TSI Database and given to the applicant who then presents the Certificate to County Treasurers for issuance of a license, permit or ID Card.	10 years	<ul style="list-style-type: none"> <li>•Prior to December 19, 2011, the County Treasurer mailed a hard copy of the certificate to the DMV</li> <li>•After December 19, 2011, the TSI Database system will automatically send and import an electronic image into the DMV FileBound system</li> </ul>
25-2-19	<b>NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) AND TRAFFIC SAFETY INFORMATION (TSI) REPORTS</b>	Error and statistical reports and materials used to audit in-house processes.	5 years	Paper and electronic records
25-2-20	<b>NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE</b>  <b>OBSOLETE 12/31/2020</b>	Includes title, certificate of title, duplicate title, application and registration data.	<p>RENEWED REGISTRATION: Superseded</p> <p>PURGED RECORDS: Converted annually to microfilm at end of calendar year as follows:</p> <p>NOT RENEWED REGISTRATION: 9 months or older</p> <p>TITLE: Greater than 6 months old, if record marked surrendered to another state</p> <p>SECURITY MICROFILM (COM): Transfer to State Records Center; 55 years</p> <p>MICROFILM WORK COPY (COM): 55 years</p>	<p>ŸDatabase serves as index for records microfilmed and/or scanned related to this database</p> <p>ŸDMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)</p>
25-2-21	<b>NOTICE OF OWNER-RETAINED SALVAGE</b>		<p>ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30. Scan and import to ECM; dispose of after image verification. ELECTRONIC IMAGE: 5 years after date scanned MICROFILM: 55 years</p>	<p>ŸNVIS Database, item 025-002-020 serves as index for microfilmed/scanned records</p> <p>ŸDMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d) - NEBRASKA VEHICLE INFORMATION SYSTEM (NVIS) DATABASE was used from 01/01/2004 until 1/1/2010, Filebound used from 1/1/2010 until 2/1/2020.</p>
25-2-23	<b>SPECIALTY PLATE SYSTEM DATABASE OBSOLETE 12/30/2020</b>	Includes Handicapped, Ex-POW, Pearl Harbor Survivor, Message and Spirit plate data.	3 years after plate has expired or no longer of administrative value as determined by Administrator, Driver and Vehicle Records Division (whichever is later)	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
25-2-25	<b>TRAFFIC SAFETY INFORMATION (TSI) DATABASE</b>	Includes driver license, permit, ID card issuance information, citations, withdrawal actions, and accident report information and other data.	ELECTRONIC RECORD: Annually convert purge records to microfilm at the end of calendar year. See attached NEBRASKA DEPARTMENT OF MOTOR VEHICLE DRIVER RECORD RETENTION SCHEDULE for purge schedule. SECURITY MICROFILM (COM): State Records Center; 55 years MICROFILM WORK COPY (COM): 55 years	<ul style="list-style-type: none"> <li>•Prior to 1978 this record was known as the Nebraska Driver History Record (NDHR)</li> <li>•By the end of 1978 all required information from the paper had been data entered into this database</li> <li>•DMV Division records were microfilmed as one project and must be retained for 55 years per CFR §384.231(d)</li> </ul>
25-2-26	<b>VEHICLE RECORD REQUEST APPLICATIONS</b>	Request forms received.	ORIGINAL RECORD: Data entry into VicToRy, item 25-2-30. Scan and import to ECM; dispose of after image verification. ELECTRONIC IMAGE: 5 years after date scanned	Neb. Rev. Stat. §60-2909
25-2-30	VicToRy	Includes all statewide title, registration, license plate, and financial data. Transaction level data is included.	Maintain permanently, update as needed	



A41	MR1C	1	Vio Interlock Rest	60-6,211.05 (7), 60-4,118.06(3)	10
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ACD	NE Code	Points	Description	Statute	Retention Period
	MR1D	1	Tmp W/Alchl Mon Dev	60-6,211.05 (6)	10
A41	MR1E	1	Drv W/O Interlock	60-6,211.11 (1) (a)	10
A41	MR1F	1	Tmpr/Cir Intrlk .02	60-6,211.11 (2) (b) (i)	10
A41	MR1G	1	Drv W/O Intrlck .02	60-6,211.11 (2) (a) (ii)	10
A41	MR1H	1	Vio Intrlk Pard .02	83-1,127.02 (3) (b)	10
M22	MR2	1	Bus/Vio RR Stop	60-6,172	5
M09	MR2A	1	Fail Obey RR Rest	60-6, 170 – 60-6, 174	5
	MR2B		Graffiti Offense	28-524	5
	MR3	1	Refuse Pre Test		5
	MS		Miscellaneous	CDLIS	5
N82	MS2	1	Improper Backing	60-6,169	5
M56	MS4	1	Fire Hose/Barrier	60-6,184	5
D72	MS6A	1	Fail to Mntn Cntrl	60-6,166 (2)	5
W00	NT		Non-Traffic Vio	CDLIS	5
W00	NT1A	0	Juv Drg Violate 1 <sup>st</sup>	28-416 (18) (a) (i)	5
W00	NT1B	0	Juv Drg Violate 2 <sup>nd</sup>	28-416 (18) (a) (ii)	5
W00	NT1C	0	Juv Drg Violate Sub	28-416 (18) (a) (iii)	5
A31	NT2A	0	Minor in Poss 1 <sup>st</sup>	53-181 (1) (a)	5
A31	NT2B	0	Minor in Poss 2 <sup>nd</sup>	53-181 (1) (b)	5
A31	NT2C	0	Minor in Poss Sub	53-181 (1) (c)	5
W00	NT9	0	Juvenile Violation	43-287	5
	PA		Passing Vio	CDLIS	5
M71	PA1	1	Improper Passing	60-6,132, 60-6,137, 60-6,378	5
M75	PA3	3	Pass Stp Schl Bus	60-6,175	5
M75	PA4	3	Pass Stp Schl Bus	60-6,175(1)	5
	PO		Possession	CDLIS	5
	RC		Careless Driving	CDLIS	5
	RK		Reckless Driving	CDLIS	5
M84	RK1	6	Wil Reck Drv-1st	60-6,216	55
M84	RK1A	6	Wil Reck Drv-2nd	60-6,217	55
M84	RK1B	6	Wil Reck Drv-3rd	60-6,218	55
M81	RK2	4	Careless Driving	60-6,212	5
M84	RK2A	5	Reckless Dr-1st	60-6,215	55
M83	RK2B	3	Negligent Driving	60-4,182	5
M84	RK2C	5	Reckless Dr-2nd	60-6,217	55
M84	RK2D	5	Reckless Dr-3rd	60-6,217	55
F05	RK2E	1	Prmt Rider O/S V	36-140	5
M86	RK2F	3	V HH Wrls Com Dv1 <sup>st</sup>	60-6,179.01 (4) (a)	5
M86	RK2G	3	V HH Wrls Com Dv2 <sup>nd</sup>	60-6,179.01 (4) (b)	5
M86	RK2H	3	V HH Wrls Com Dv3 <sup>rd</sup>	60-6,179.01 (4) (c)	5
N80	RK4	1	Cst Dwngrd in Ntl	60-6,182	5
	RN		Negligent Driving	CDLIS	5
	RO		No Lic on Person	CDLIS	5
	RR		Failure to Comply	CDLIS	5
B61	RR1	1	Fail Report Acc	60-696	5
B78	RR4	0	No Lic on Person	60-489	5
	RS		Fail Shw Ins Cert	CDLIS	5
	RT		Registration and Titling		5
	RT1		Invalid Registration		5
	RT4		Improper Plates		5
	RV		Repeated Violations	CDLIS	5
	RW		Right of Way	CDLIS	5
N23	RW2	1	Fail Yld R-O-W	60-6,147, 60-6,151	5
N08	RW4	2	Fail Yld R-O-W Ped	60-6,153	5

N08	RW4A	4	Fail Yld R-O-W/Inj	60-4,182 (12)	5
	SA		Controlled Substances Act	CDLIS	5

ACD	NE Code	Points	Description	Statute	Retention Period
A50	SA1		Comit Felny Cntl Sub	60-4,168 (3) (b)	55
	SC		Control Devices	CDLIS	
M08	SC1	1	Fail Obey Officer	60-6,110	5
M17	SC2	1	Violate Stop/Trfc	60-6,213, 60-6,119	5
M14	SC2A	1	Disobey Traf Device	60-6,119, 60-6,143, 60-6,144	5
M02	SC3	1	Trespass Closed Rd	60-6,115	5
M10	SC5A	1	Violate RR Sngl/Gts	60-6,171, 60-6,170, 60-6,173	5
	SC6	1	Destroy Traf Device	60-6,130	5
	SD		School Dropout Minor	CDLIS	5
	SI		Signaling Devices	CDLIS	5
N43	SI1	1	Fail to Signal	60-6,161, 60-6,162	5
N40	SI2	1	Impr Signal	60-6,161, 60-6,162, 60-6,163	5
	SP		Speeding	CDLIS	5
S95	SP1	1	Engage Spd Contest	60-6,195	10
S94	SP2	1	Too Fast Conditions	60-6,186 (Basic Rule)	5
	SP3		Speeding	CDLIS	
S01	SP3A	1	Spd 1-5 MPH Muni	60-6,186	5
S06	SP3B	2	Spd 6-10 MPH Muni	60-6,186	5
*S06/S92	SP3C	3	Spd Ovr 10 MPH Muni OR Spd 11-15 MPH Muni	60-6,186	5
S51	SP3D	1	Spd 1-10 MPH C/S	60-6,186	5
*S06/S92	SP3E	2	Spd 11-15 MPH C/S	60-6,186	5
S15	SP3F	3	Spd Ovr 15 MPH C/S OR Spd 16-35 MPH C/S	60-6,186	5
S51	SP3G	1	Spd 1-10 MPH NIS	60-6,186	5
*S06/S92	SP3H	2	Spd 11-15 MPH NIS	60-6,186	5
S15	SP3I	3	Spd Ovr 15 MPH NIS OR Spd 16-35 MPH NIS	60-6,186	5
S16	SP3J	3	Spd Ovr 15 MPH Muni OR Spd 16-35 MPH Muni	60-6,186	5
S36	SP3K	4	Spd Ovr 35 MPH Muni	60-6,186	5
S36	SP3L	4	Spd Ovr 35 MPH C/S	60-6,186	5
S36	SP3M	4	Spd Ovr 35 MPH NIS	60-6,186	5
S01	SP3N	0	Spd 1-5 MPH	60-6,186	5
S51	SP3P	1	Spd 6-10 MPH C/S	60-6,186	5
S51	SP3Q	1	Spd 6-10 MPH NIS	60-6,186	5
S96	SP4	1	Driving Too Slow	60-6,193	5
	SR		Court Requested		
	TU		Improper Turn	CDLIS	5
N50	TU3	1	Improper Turn	60-6,159, 60-6,160	5
	VR		Vio of Lic Rest	CDLIS	5
B20	VR1A	1	Dr During Revo/Imp	60-4,108	55
B20	VR1B	1	Dr During Revo-Subs	60-4,108	55
B20	VR1C	1	Dr During Revo Enh	60-6,197.06	55
B20	VR2	1	Dr During Susp	60-557, 60-4,107, 60-4,108	55
B20	VR2A	1	Dr During Susp-Subs	60-4,108	55
D29	VR4	1	Violate Lic Restr	60-4,118, 60-4,141	5
D27	VR4A	1	Violate WP	60-4,129	5
D29	VR4B	1	Violate LP/SP/POP	60-4,123 (LPD), 60-4,124 (LPE, SCP), 60-4,141 (LPC), 60-4,120.02 (POP)	5
D27	VR4C	1	Violate POP Pass Lt	60-4,120.01(3)(b)	5
D27	VR4D	1	Violate Inter Wire D	60-4,120.01(3)(c)	5
B51	VR5A	1	No Drivers License	60-484, 60-490 (Exp), 60-488 (NonRes)	5
B91	VR5B	1	Impr Lic Class	60-4,127, 60-4,141	5

	WW		Wrong Way/Side	CDLIS	5
N63	WW1	1	Wrong Way/One Way	60-6,138	5

\*Retention period is 55 years if the violation is flagged "commercial", and the conviction date is greater than 4/1/92.

If a conviction has a withdrawal (suspension/revocation) it will remain on the record for 10 years from the reinstatement date; permanently if not reinstated; or the period listed, whichever is the greatest date.

The purge periods listed for the convictions are from the date of conviction, not the date of citation.

**\*\*SP3C,SP3E,SP3H, EQUALS S92 WHEN SPEED DETAIL IS AVAILABLE ONCE SPEED DETAIL IS AVAILABLE ALL WILL GO TO S92**

## Administrative Withdrawals

ACD	Code	Description	Retention Period
	C5	FHWA Dis – 1 Yr	*
M10	C41	Dis/R One RR V-60D	*
M20	C42	Dis/R One RR V-60D	*
M21	C43	Dis/R One RR V-60D	*
M22	C44	Dis/R One RR V-60D	*
M23	C45	Dis/R One RR V-60D	*
M24	C46	Dis/R One RR V-60D	*
D30	C47	Dis/R App Fraud-60D	*
D31	C47A	Dis/R Fraud Iss-1Y	*
W27	C48	Dis/R FA Sch Tst-In	*
W28	C48A	Dis/R Fail Retst-In	*
A94	C51	Dis/R .04-1Y	+
A20	C52	Dis/R DUI-1 Yr	+
A12	C53	Dis/R Ref Test-1 Yr	+
A20	C54	Dis/R Cntrl Sub-1 Yr	+
B01	C55	Dis/R LvScn Ac-1 Yr	+
U03	C56	Dis/R Cmt Felny-1 Yr	+
U10	C57	Dis/R CMV Neg Fa-1Y	+
B20	C58	Dis/R Dr CMV W 1Y	+
	C6	FHWA Dis – 3 Yr	+
A94	C61	Dis/R .04 Haz-3 Yr	+
A20	C62	Dis/R DUI Haz-3 Yr	+
A12	C63	Dis/R Ref T Haz-3 Yr	+
A22	C64	Dis/R Ctrl S Hz-3 Yr	+
B01	C65	Dis/R Lv Scn Hz-3 Yr	+
U03	C66	Dis/R Cmt Fe Hz-3 Yr	+
U10	C67	Dis/R CMV Neg Fa H3	+
B20	C68	Dis/R Dr CMV W H 3Y	+
	C7	FHWA Dis – Life	++
A50	C70	Dis/R Cmt Fe Sub-L	++
W40	C71	Dis/R 2nd CMV-Life	++
	C8	FHWA Dis – 60/120 D	*
W30	C80	Dis/R Two CMV-60	*
W31	C81	Dis/R Three CMV-120	*
W60	C82	Dis/R Two RR V – 120 D	*
W61	C83	Dis/R Three RR V – 1 Y	*
	C9	FHWA 24 Hour OOS	***
B27	C90	Dis/R OS-90D	***
B27	C90A	Dis/R OS-180 DY	***
B27	C90B	Dis/R OS-1 Y	***
W50	C91	Dis/R OS-2nd 2 YR	***
W52	C92	Dis/R OS-3rd 3 YR	***
B19	C93	Dis/R OS-Haz/P 180D	***
W51	C94	Dis/R OS-H/P Sub 3 Y	***
W70	C97	Imminent Hazard (60-4,168.02 49C.F.R. 383.52)	***
	CS	Change SOR Surrender	**
A12	DI3B	Revo-Implied Cons	*
A12	DI3C	Admin Lic Revo-Ref	***
A98	DI5	Admin Lic Revo-1st	***
A98	DI5A	Admin Lic Revo-Sub	***
A98	DI5B	Admin Per Se Drugs	***
A41	DI5I	Violate Interlock Restr	***
W01	DI5P	Vio Pard Brd Rein	*

<b>ACD</b>	<b>Code</b>	<b>Description</b>	<b>Retention Period</b>
W20	DS1	Recall/Cancel	*
D39	FR1A	Susp-Unsat Judg	*
D39	FR1B	Susp-DIP-Uns Jud	*
D38	FR2A	Susp-Acc	*
D38	FR2B	Susp-DIP-Acc	*
D35	FR3	Susp-Ins Can	*
D35	FR5A	Susp-No Proof FR	*
D02	MR1A	Lic Cancel-DMV	*
W14	MR1D	Lic Cancel-M/V	*
W09	MR1H	Fail to Sur Haz End	U.S. Patriot Act *
D56	RR2	Failure to Comply	*
D51	RR3	Violate Support Order	*
W01	RV2A	Revo-Points 6 Mo	*
W01	RV2B	Revo-Points 3 Yr	*
W01	RV2C	Susp-Fail Comp DRI	*
W00	NT	None Traffic W/drwl	*
	VS	Voluntary Surrender	**

\*Ten Years from reinstatement date, or if not reinstated, retained permanently.

\*\*One year from reinstatement date. (Complete record is purged if all other retention periods are met).

\*\*\*Fifteen Years from reinstatement date, or if not reinstated, retained permanently.

+Fifty-five years from reinstatement date, or if not reinstated, retained permanently.

++Lifetime.

### *Permits*

<b>Code</b>	<b>Description</b>	<b>Retention Period</b>
BUS	Bus Permit	1*
FHP	Farm Husbandry Permit	5*
ID	ID Card	1*
LPC	Commercial Learners Permit	2*
IIP	Ignition Interlock Permit	±
LPD	Learners Permit	1*
LPE	School Learner's Permit	3*
MHP	Medical Hardship Permit	1*
POP	Provisional Operator's Permit	3*
SCP	School Permit	2*
SEP	Seasonal Permit	2*
TPL	Temporary License	1*
WRK	Work Permit	1*

\* From date of expiration

± Deleted at time of expiration

### *Accidents*

Accidents are only extracted from the Department of Roads' files for three years, so there is no purge criteria for Nebraska accidents.

Those out-of-state accidents that are processed through CDLIS, will remain on the record for 10 years from the date of accident.

### *History Documents*

<b>Codes</b>	<b>Description</b>	<b>Retention Period</b>
AFF	PDPS Affidavit	10
ANI	App No Issuance	5
APP	Application	Last 2
BIR	Birth Cert Aff	10
BUS	Bus App	2
CAN	Cancellation Ltr	10
CDL	CDL Application	Last 2
CDN	CDL App No Test	Last 2
CHG	Change App	10
CLR	Clearance Letter	5
COR	Correspondence	10
CSA	Setaside/Forf/Vac	10
CTN	POP Waiver	5
CTO	POP Waiver I	5
CTY	POP Waiver Comp	5
CTZ	POP Waiver Comp I	5
DEN	Denial App	10
DIM	Drvr Improv-Minor	5
DNL	Denial Letter	10
DRI	Drvr Improvmnt	5
EAR	Early Renewal Aff	10
EXM	Exam Correspond	10
EXT	License Extension	10
EYE	Dr Cert Eye	10
FHP	Farm Husb Permit	5
HAZ	Haz Application	15
HEX	HazMat Extension	10
ICH	Pending ICH	Deleted by FR
ID	ID Application	10
IIC	Ign Intr Prmt App	5
IIP	Ign Intr Prmt App	5
INT	Interlock	10
IPD	Pardons Interlock	55
LIC	Lic Application	Last 2
LIN	Lic App No Test	Last 2
LOG	POP Aff/Log	5
LPC	LPC Application	4
LPD	LPD Application	4
LPE	LPE Application	4
MCL	Military Card Ltr	10
MDS	Medical Statement	10
MDT	Medical/DT Report	Permanent
MHP	Med Hard Prmt App	5
MIL	Military Renewal App	10
NDR	Employer/Employee	5
NON	Non-Resident LPC	4
PDP	PDPS Correspondence	10
PHX	Photo Exemption	Permanent
PHY	Dr Cert Phy	10
POP	POP Application	5
PRE	Prev Lost Lic Aff	10
PRI	Privacy Request	Permanent
PRO	Probation Order	10

<b>Codes</b>	<b>Description</b>	<b>Retention Period</b>
RCL	RCDL Application	Last 2
RCN	RCDL App No Test	Last 2
REC	Recall Correspond	10
REI	Reissue App	Last 2
REQ	Drv Rec Request	5
REV	Revision App	10
ROP	Release Probation	10
RPD	Pardons Reinstate	55
S22	SR-22 Filing	4
S26	SR-26 Filing	4
SAV	SAVE Correspondence	10
SCP	SCP Application	4
SEP	SEP Application	2
SGW	Sch Bus Grnd Waiv	10
SNP	Snowmobile Permit	4
SSN	SSN Affidavit	6
SSV	SSN Verification	10
SSX	SSN Exemption	Permanent
TCO	HAZ Correspond	10
THI	3rd Pty/Grnd Waiv	10
TRA	Transcript	5
TSA	TSA Assessment	10
WRK	Emplymnt Drv Prmt	5

### ***Driver History Records***

A complete driving record is purged according to the following criteria:

#### Deceased Driver, Expired Driver License:

- Driver license or permit has been expired more than 1 year.
- Record does not have military card indicator, or has military card indicator and deceased status.
- No conviction, withdrawal or accident entries remain after applying purge criteria listed on pages 1-7.
- No accidents on Department of Roads' files.
- No work file attached to record.

#### Dummy Records:

- Date the name was added by the exam process is less or equal to June 30 of purge year.
- No license/permit expiration date.
- No conviction, withdrawal or accident entries remain after applying purge criteria listed on pages 1-7.
- No accidents on Department of Roads' files.
- No work file attached to record.

#### Record Marked as Surrendered:

- Record has surrendered status.
- Most recent change state surrender or voluntary surrender date is more than 1 year ago.
- No conviction, withdrawal or accident entries remain after applying purge criteria listed on pages 1-7.
- We are not the state of record for CDL.

#### Exam Process History:

- No history records are present. [Note: History records are purged on a monthly basis once they reach an age of 11 years (unless marked as fraud related)].