1995014  Account Balance Report
Reviewed:  05/19/1995
Description:  Semi-monthly computer generated report of activity by selling agency (county, agency or individual). Gives an account by item - registration fee, privilege tax, miscellaneous fee, appraisal fee, inspection fee, and similar, including the Vendor Report which is a one page appendix to the report listing private agencies which sell one-trip commercial licenses.
Retention:  Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.
Disposition:  Destroy

1995015  Bad Check Report
Reviewed:  05/19/1995
Description:  Monthly computer-produced listing of all outstanding bad checks, showing dates and amounts. This is a monthly update of the previous month's report, and is used in resolving bad checks received.
Retention:  Retain for a period of one (1) calendar month from the calendar month to which the report pertains.
Disposition:  Destroy Securely

1985026  Motor Carrier Cash Bond Files
Reviewed:  05/19/1995
Description:  This record series is used to insure the payment of Motor Carrier Quarterly taxes. It also includes the name and address of the company/individual applying dates, bond# company #, and financial information.
Retention:  Retain for a period of seven (7) calendar years after the bond has closed.
Disposition:  Destroy

1995016  Privilege Tax Report
Reviewed:  05/19/1995
Description:  A spreadsheet, giving information on the Registration Privilege Tax by county, listing the amount collected and the destination of funds (where taxes will be used).
Retention:  Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.
Disposition:  Destroy

1995017  Privilege Tax to Counties Report
Reviewed:  05/19/1995
Description:  A monthly calculation, by county, of revenue (registration/privilege tax) to be paid to each county. Shows county name, revenue type, and total amount to be transferred.
Retention:  Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.
Disposition:  Destroy

1995018  Remittances Report
Reviewed:  05/19/1995
Description:  Worksheet report used to document the distribution of funds in the DMV budget collected by the Department, to other state agencies.
Retention:  Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.
Disposition:  Destroy

1995019  Revenue Cash Report
Reviewed:  05/19/1995
Description:  Semi-monthly report accounting for all monies processed by the divisions of DMV, the purpose for the action, and the amounts involved.
1995020  Terminal (Daily Activity) Report
Reviewed:  05/19/1995
Description:  Report of the daily activity of the branch offices. Compiles, on a daily basis, all registration type fees received by the branches.
Retention:  Retain only until the creation of the report for the following month.
Disposition:  Destroy

1995021  Transmittals: Automation
Reviewed:  05/19/1995
Description:  Automation Deposit Transmittals, used to document daily monies received. Includes control number, division code, service code, amount, carrier number, date and authorized signatures.
Retention:  Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.
Disposition:  Destroy

1995022  Transmittals: Branches
Reviewed:  05/19/1995
Description:  Hand written daily recap sheets prepared by branch offices to document all activity. Includes a list of all monies received, cash shortages and overages, and all bank deposits.
Retention:  Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.
Disposition:  Destroy