

Revision to Alabama Department of Revenue Records Disposition Authority

At the request of the Alabama Department of Revenue, the State Records Commission approved the following revision/addition to the Alabama Department of Revenue's RDA:

■ **Titling/Registering Motor Vehicles**

Motor Vehicle Title Stop Files

- a. Stolen Vehicle Title Stop Files
Disposition: Temporary Record. Retain 10 years.
- b. Administrative Title Stop Files
Disposition: Temporary Record. Retain 3 years.

Applications for Government License Plates
Disposition: Temporary Record. Retain 4 years.

Motor Vehicle Tag Registration Database
Disposition: Temporary Record. Retain for 10 years.

Motor Vehicle Title Database
Disposition: Temporary Record. Retain until vehicle is no longer subject to being titled.

Temporary Tag Records
Disposition: Temporary Record. Retain 10 years.

Paid and Settled Assessment Files
Disposition: Temporary Record. Retain 10 years.

International Registration Plan and International Fuel Tax Agreement Distribution Reports
Disposition: Temporary Record. Retain 5 years.

Certificates of Deposits – International Registration Plan and International Fuel Tax Agreement
Disposition: Temporary Record. Retain 5 years.

International Registration Plan Recaps Printout and Transmittal Reports
Disposition: Temporary Record. Retain 5 years.

International Registration Plan Trip Permits
Disposition: Temporary Record. Retain 10 years.

Motor Vehicle Apportioned License Applications Audit Files
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records

were created.

Title Transactions/Daily Listings

Disposition: Temporary Record. Retain 5 years.

International Fuel Tax Agreement License Application Files

Disposition: Temporary Record. Retain 5 years.

Quarterly International Fuel Tax Agreement Return Files

Disposition: Temporary Record. Retain 5 years.

Cancelled Designated Agent Files

Disposition: Temporary Record. Retain 3 years.

Deposit Records – International Registration Plan and International Fuel Tax Agreement

Disposition: Temporary Record. Retain 5 years.

Refunds – International Registration Plan and International Fuel Tax Agreement

Disposition: Temporary Record. Retain 5 years.

International Registration Plan, International Fuel Tax Agreement, and Apportioned License Application Audit Files

Disposition: Temporary Record. Retain 5 years.

Mandatory Liability Insurance Deposit Records

Disposition: Temporary Record. Retain 4 years.

Motor Vehicle Hearing Subpoenas

Disposition: Temporary Record. Retain 10 years.

Notary Files

Disposition: Temporary Record. Retain 5 years.

■ **Supervising and Controlling the Valuation, Equalization, and Assessment of Property, Privilege, and Franchise; and the Collection of Taxes**

Solid Waste Disposal Collection Reports

Disposition: Temporary Record. Retain 7 years.

■ **Assessing and Collecting Property Tax**

Tag Order Records

Disposition: Temporary Record. Retain 10 years.

Requirement and Recommendations for Implementing the Records Disposition Authority

Under the Code of Alabama 1975, Section 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Alabama Department of Revenue (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit an annual Records Disposition Authority (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in January of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.
- Electronic mail containing permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA’s requirements, the agency should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on April 27, 2011.

Edwin C. Bridges, Chairman, by Tracey Berezansky
State Records Commission

Date

Receipt acknowledged:

Julie Magee, Commissioner
Alabama Department of Revenue

Date