



*New York State Department of Motor Vehicles (DMV)*

## **Subject Matter List of DMV Records**

*Updated March 2009*

This is a list by subject matter of DMV records and is created, in accordance with Public Officer's Law section 87 (3) (c). It is not intended to be an exhaustive list of all records maintained or kept by DMV.

## List of DMV Records Subjects

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<p style="text-align: center;"><i>Accidents</i></p> <p><b>Description of records: reportable accidents occurring in New York State</b></p>
<b>Type of Record</b>
Accident reports
Fatal accident cases

<p style="text-align: center;"><i>Administrative Hearings - Safety Hearings</i></p> <p><b>Description of records: hearings regarding fatal accidents, chemical test refusals, dealership or repair shops, persistent violators, and other non-moving violation infractions</b></p>
<b>Type of Record</b>
Case files
Hearing recordings
Transcripts

<p style="text-align: center;"><i>Agency Program Support</i></p> <p><b>Description of records: program analysis and evaluation, forms design, data and statistical services and project management</b></p>
<b>Type of Record</b>
DMV statistics
Program evaluation files
Project management files

<p style="text-align: center;"><i>Appeals</i></p> <p><b>Description of records: appeal of a DMV determination on traffic infractions, administrative hearings, FOIL requests</b></p>
<b>Type of Record</b>
Traffic Violations Bureau (TVB) appeals
Administrative appeals
Repair Shop Review Board appeals
FOIL appeals
Article 78 proceeding

<p style="text-align: center;"><i>Audit</i></p> <p><b>Description of records: audits of DMV programs and external use of DMV records</b></p>
<b>Type of Record</b>
Audit files

<b><i>Budget and Fiscal</i></b>
<b>Description of records: revenues, expenditures and purchasing at DMV</b>
<b>Type of Record</b>
Revenue reports
Expenditure reports
Budget documents
Purchasing records
Grants

<b><i>Bus Driver Certification</i></b>
<b>Description of records: certification of bus drivers under Article 19-A of the Vehicle and Traffic Law</b>
<b>Type of Record</b>
Article 19-A record reviews
Article 19-A records
Article 19-A, Special Requirements for Bus Drivers – Forms and information housed in the DMV Central Office
Certified examiner records
Bus driver re-exams

<b><i>Call Center/Customer Services</i></b>
<b>Description of records: operations of DMV call centers</b>
<b>Type of Record</b>
Call Center records

<b><i>Communications/Press</i></b>
<b>Description of records: media, press, publications and public outreach</b>
<b>Type of Record</b>
Annual report
Brochures
Mobile Office Outreach
Photos
Press events
Printed materials
Show and exhibit records
Video production

<p style="text-align: center;"><b><i>Contracts/Data Sharing Agreements</i></b></p> <p style="text-align: center;"><b>Description of records: contractual obligations or agreements between the Department and third parties</b></p>
<b>Type of Record</b>
Bids/Bidding
Contract award documents
Contract Reporter posting
Contractual services
Memorandums of Agreement or Understanding
Procurement Lobbying Law documents

<p style="text-align: center;"><b><i>Correspondence</i></b></p> <p style="text-align: center;"><b>Description of records: letters between DMV and the public or certain audiences</b></p>
<b>Type of Record</b>
Commissioner's correspondence
Correspondence with the public
Series memos

<p style="text-align: center;"><b><i>Custom Plates</i></b></p> <p style="text-align: center;"><b>Description of records: issuance of custom designed and personalized license plates</b></p>
<b>Type of Record</b>
Centre Vue reports (phone call data)
Reports
License Plate Spec sheets
Offensive Plates list
Official Plates list

<b><i>DMV District/Field Offices</i></b>
<b>Description of records: DMV issuing offices (offices that have public access counters and that conduct business related primarily to issuing driver licenses, registrations and titles)</b>
<b>Type of Record</b>
Audit activity
Audit records
Blank weekly schedule (Albany DO form)
Cash distribution sheet
Computer outages
Court appearances
Directions to Road Test Locations
Directions to Swan St Office (Albany DO form)
Distribution list
Document Scanning Workstation records
Emergency preparedness and evacuation
Employee sign-in sheet
Field Operations compiled wait time reports
Foreign interpreter file
Integrity team
Inventory reports
Invoices/Receipts
Letter of Permission Title/Lienholder
Mail files
Manual work
Mismatched plates
Monthly activity
Monthly audit sheet
MVLE work performance records
Office incidents
Parking records
Postage report book
Q-Matic reports (“take a number” system)
Records of theft/loss of state assets
Supervisory audit
Systematic Alien Verification for Entitlements (SAVE)

<p style="text-align: center;"><b><i>Drinking Driver Program</i></b></p> <p><b>Description of records: attendance or enrollment in a program that rehabilitates people convicted of driving while impaired by alcohol offenses</b></p>
<b>Type of Record</b>
Drinking Driver Program (DDP) rosters
DDP completion certificates

<p style="text-align: center;"><b><i>Driver License/Permit/Non-Driver ID</i></b></p> <p><b>Description of records: issuance, suspension or revocation of a license or permit to operate a vehicle on public roads in New York, or concerning the issuance of an identification card that does not confer driver status</b></p>
<b>Type of Record</b>
Accident during road test
Application for license, permit, non-driver ID
License suspensions/revocations
On-Line Knowledge Testing applications (OKTA)
Re-examination reports
Re-exams based on reasonable grounds
Requests for driver license review
Road test results

<p style="text-align: center;"><b><i>Driver Training Programs</i></b></p> <p><b>Description of Records: regulation of entities that offer point insurance reduction courses and driver education or training</b></p>
Instructor applications
Hearing cases
Complaints
Point-Insurance Reduction Program data
Driving school investigations
Driving school review records
Five hour course certificate inventory (MV-278)

<b><i>Facility Regulation (Dealership/Repair Shop/Inspection Station Regulation)</i></b> <b>Description of records: regulation of dealerships, repair shops, certified vehicle inspectors, scrap collectors, and other businesses regulated by DMV</b>
<b>Type of Record</b>
Certified Inspector and Body Damage estimators
Facility cases
Facility files
Retail Certificates of Sale
Dealer/transporter plate requests

<b><i>Field Investigation</i></b> <b>Description of records: enforcement of motor vehicle laws by DMV</b>
<b>Type of Record</b>
Fraudulent documents
Investigations

<b><i>Financial Security (Insurance)</i></b> <b>Description of records: providing proof of insurance coverage needed to operate a motor vehicle in New York state</b>
<b>Type of Record</b>
Request for insurance information (Accidents)
Insurance Information and Enforcement System (IIES) processing – submitted document
Insurance company contacts
Judgment cases
Judgment requests
Judgment restorations
On Demand suspension
Revocation cases
Self insurance

<p style="text-align: center;"><i>Forms and Publications</i></p> <p style="text-align: center;"><b>Description of records: Public and non-public use forms and publications related to DMV transactions, policy and procedure</b></p>
<b>Type of Record</b>
Non-public use forms
Public use forms
Publications

<p style="text-align: center;"><i>Governor's Traffic Safety Committee</i></p> <p style="text-align: center;"><b>Description of records: awards of federal highway safety grant funds to local, state and not-for-profit agencies for projects to improve highway safety and reduce deaths and serious injuries due to crashes</b></p>
<b>Type of Record</b>
Data reports
Grants
Highway safety programs
Special traffic options program for driving while intoxicated

<p style="text-align: center;"><i>Hazardous Material Endorsement</i></p> <p style="text-align: center;"><b>Description of records: application for an endorsement to operate a vehicle containing hazardous material</b></p>
<b>Type of Record</b>
HAZMAT applications
Fingerprint/Hazmat (record of all fingerprints performed for Hazmat applicants)
Record of convictions

<i>Human Resources</i>	
<b>Description of records: staffing the Department of Motor Vehicles</b>	
<b>Type of Record</b>	
Civil Service exam files	
Classification files	
Copies of approved additional employment	
Counseling/Discipline	
Health insurance files	
Inactive employee history files	
LATS time cards	
Leave/separation files	
List canvass files	
Medical documentation files	
Payroll files	
Performance reviews	
Personal employee files	
Recruitment files	
Reports of Workplace Accidents	
Seniority list	
Staffing files	
Temporary document file	
Time card files	
Transfer request	
Unsatisfactory performance appeals files	
Vacation request form	
Work received	
Work schedule	
Workers' compensation files	

<b><i>Information Technology</i></b>
<b>Description of records: development, implementation, support or management of computer-based information systems</b>
<b>Type of Record</b>
Application directory
Application technology plans
Defects list
Project management
Purchase orders
Run book for servers
Software directory
Technical documentation
Telecommunication records
Transaction logs
Work order

<b><i>Internal Controls</i></b>
<b>Description of records: promotion of efficient and effective operations and compliance with laws, regulations, contracts and management directives</b>
<b>Type of Record</b>
Internal control assessment feedback documents
Internal control self-assessment forms
Internal control survey forms
Annual internal control certification (prepared for the Division of the Budget)

<b><i>International Registration Plan (IRP)</i></b>
<b>Description of records: registration reciprocity agreement among the continental United States and Canadian provinces which provides payment of license fees on the basis of total distance operated in all jurisdictions</b>
<b>Type of Record</b>
IRB (International Registration Bureau) account folder
Customer log
IRB transactions

<p style="text-align: center;"><b><i>Labor Relations</i></b></p> <p style="text-align: center;"><b>Description of records: collective bargaining agreements between DMV management and union represented employees</b></p>
<b>Type of Record</b>
Negotiations
Policy issues

<p style="text-align: center;"><b><i>Legal</i></b></p> <p style="text-align: center;"><b>Description of records: legal documents and records related to administrative or court proceedings</b></p>
<b>Type of Record</b>
Bankruptcy
Litigation
Regulations
Subpoenas

<p style="text-align: center;"><b><i>Material Services (Building Services/Maintenance)</i></b></p> <p style="text-align: center;"><b>Description of records: maintenance of DMV occupied buildings</b></p>
<b>Type of Record</b>
Layouts for DMV offices in NYS owned buildings
Lease documents
Office correspondence
Swan Street building records
Vendor files

<p style="text-align: center;"><b><i>Monthly Reports</i></b></p> <p style="text-align: center;"><b>Description of records: monthly reports from various DMV offices</b></p>
<b>Type of Record</b>
Monthly reports from each office

<b><i>Publications</i></b>
<b>Description of records: publications, pamphlets describing DMV policy, regulations, procedures</b>
<b>Type of Record</b>
Publications of DMV

<b><i>Real ID/WHTI/EDL</i></b>
<b>Description of records: federal Real ID Act, Western Hemisphere Travel Initiative and Enhanced Drivers Licenses</b>
<b>Type of Record</b>
Enhanced Driver License (EDL) also known as WHTI
Real ID

<b><i>Records Access Office/FOIL</i></b>
<b>Description of records: FOIL requests, records management</b>
<b>Type of Record</b>
Freedom of Information Law (FOIL)
Records management

<b><i>Staff Training</i></b>
<b>Description of records: records related to staff development and training</b>
<b>Type of Record</b>
Affirmative action
Americans with Disabilities Act (ADA)
Automatic External Defibrillator (AED)
Health and safety
Sexual harassment prevention
Training

<b><i>Subject Matter Files</i></b>
<b>Description of records: files maintained by various offices regarding the subjects of their work</b>
<b>Type of Record</b>
Subject matter or program files (e.g., Human Resources, Program Analysis, Budget)

<b><i>Traffic Tickets - Administrative Adjudication</i></b>	
<b>Description of records: issuance and disposition of non-criminal traffic tickets in New York City, City of Buffalo, City of Rochester and the towns of Babylon, Brookhaven, Huntington, Islip, Riverhead and Smithtown in Suffolk County</b>	
<b>Type of Record</b>	
Affidavits in lieu of appearance	
Daily Transaction Listings (DTLs)	
Disposition	
Evidence	
Office audit work	
Receipts	
Recordings	

<b><i>Traffic Tickets – Traffic Safety Law Enforcement and Disposition</i></b>	
<b>Description of records: issuance and disposition of traffic tickets in city or town courts outside of the Administrative Adjudication region</b>	
<b>Type of Record</b>	
Arrests	
Dispositions	
Scofflaws	

<b><i>Vehicle Inspection</i></b>	
<b>Description of records: safety and emissions inspection of registered vehicles</b>	
<b>Type of Record</b>	
Vehicle inspection records	

<b><i>Vehicle Ownership (Title)</i></b>	
<b>Description of records: vehicle ownership</b>	
<b>Type of Record</b>	
Application for Vehicle Identification Number	
Salvaged vehicle	
Record of homemade trailer VIN assignments	
TST (Title) surrenders	
Titling of a vehicle	

<b><i>Vehicle Registration</i></b>
<b>Description of records: records pertaining to the registration of a vehicle to operate on public roads in New York State</b>
<b>Type of Record</b>
Temporary Certificate of Registration (MV-53)
Registration of a vehicle
Suspensions/revocations