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SPECIFIC SCHEDULE NO.: 154-021
AGENCY: Motor Vehicles, Dept. of
DEPARTMENT:
SUB-DEPARTMENT:
Approval Date: 09/14/1999

This agency-specific records retention and disposition schedule is referenced in the Library of Virginia's schedule-management database, Infolinx, but there is no printed version or signed cover page on file.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 154-021

Motor Vehicles, Dept. of

EFFECTIVE SCHEDULE DATE: 9/14/1999

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Medical Reviews - Active Customers</u> Documents the Department's review of medical files of drivers reported to be incompetent to operate a motor vehicle as required by Code of Virginia, Section 46.2-322. Medical files are submitted by customers or physicians. Files are for customers who require continuing review. COV 46.2-322	100401	0 Years after event	Confidential Destruction
<u>Medical Reviews - Deceased Customer</u> Documents the customer's death and ends the Department's review of medical files required by Code of Virginia Section 46.2-322. Files are for customers that the Department has been informed are deceased. Additional Disposition Information: Upon notification of death, remove from "Active Customer" files, 100401, retain for 1 year, then destroy. COV 46.2-322	100402	1 Year after decision	Confidential Destruction
<u>Medical Reviews - Inactive Customer</u> Documents the end of Department's review of medical files of drivers reported to be incompetent to operate a motor vehicle as required by Code of Virginia, Section 46.2-322. Files are for customers who no longer require continuing review. Additional Disposition Information: Upon end of review, remove from "Active Customer" files, 100401, retain for 1 year, then destroy. COV 46.2-322	100403	1 Year after decision	Confidential Destruction