



Public Record Office Standard

PROS 09/08

Authority

Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing

Version 2009

09/08

Issue Date: 23/12/2009

Expiry Date: 23/12/2019

Note: This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act* 1968. Copyright enquiries should be directed to the Public Record Office Victoria, PO Box 2100, North Melbourne Vic 3051 or email: agency_queries@prov.vic.gov.au

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

1 Table of Contents

1	Introduction	3
1.1	Purpose of this Authority	3
1.2	Context of this Authority	3
1.2.1	Public Record Office Victoria Standards	3
1.2.2	Disposal of records identified in the Authority	3
1.2.3	Transfer of records to Public Record Office Victoria.....	3
1.2.4	The <i>Crimes (Document Destruction) Act 2006</i>	4
1.2.5	Normal Administrative Practice	4
1.3	Use of Other Authorities	4
1.4	Explanation of Authority Headings.....	5
2	Concurrence of Public Office	6
3	Establishment of Standard	6
4	Acknowledgments	6
5	Further Information	6
6	Retention & Disposal Authority.....	7

Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

2 1 Introduction

2.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

2.2 Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

2.2.1 1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

2.2.2 1.2.5 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

2.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

2.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records (Version 2)*.

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: Garry Liddle

Date: 15/12/2009

Position: Chief Executive, VicRoads

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of VicRoads.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood
Director & Keeper of Public Records

Date of Issue: 23/12/2009

4 Acknowledgments


PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Staff at VicRoads

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

6 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>DRIVER LICENSING REGULATION</p> <p>The function of regulating the licensing of drivers of motor vehicles for all classes including car, motor cycle, boat, light rigid, medium rigid, heavy rigid, heavy combination and multi combination.</p> <p>Includes all activities associated with the issuing, renewal, monitoring, suspension and cancellation of licences.</p>		
1.1.0	<p>Driver Licensing</p> <p>The activities of licensing drivers of all classes of motor vehicles for all classes.</p> <p>Includes establishing evidence of identity, the assessment of applications, testing of applicants, renewals, cancellations, medical assessments of drivers and endorsements to licences.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.1	<p>Records relating to the issuing of a permit or licence to a driver. Includes assessment of application, evidence of identification, test results & score sheets, and issue of photo licence. May include re-licensing of drivers.</p> <p>Also includes licence or permit number, personal particulars, date of issue and renewals, conditions placed on licence, variations or endorsements to licence. Records may be in the form of databases or hard copy including index cards.</p> <p>[For records relating to applications for exemptions, see Class 1.1.8].</p> <p>[For records relating to the cancellation and suspension of licences, see Class 1.2.1].</p> <p>[For records relating to Heavy Towing Licence endorsements see Class 6.1.0].</p> <p>[For the records of the payment of licence and renewal fees, use Finance in <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>].</p>	<p>Temporary</p> <p>Destroy 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>
1.1.2	<p>Records relating to the renewal of a permit or licence for a driver.</p>	<p>Temporary</p> <p>Destroy 7 years after renewal of licence or permit.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.3	Records of driver experience. Includes Learner log book declarations and evidence of driver experience.	Temporary Destroy 18 months after administrative use ceases.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction
1.1.4	Applications for driver licences that do not proceed to the issue of a permit or licence. Includes licence testing score sheets for failed applications.	Temporary Destroy 18 months after administrative use ceases.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction
1.1.5	Records relating to change of driver details. Includes notification of changes of name and residential and / or postal address and copies of any supporting evidence. [For changes to status of licence (eg cancellations or suspensions) see Class 1.2.1].	Temporary Destroy 12 years after date of notification.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.6	<p>Records relating to the medical assessment of drivers.</p> <p>Includes records relating to the declaration, investigation and monitoring of a medical condition for a driver. This includes the request for a medical review, receipt of medical reports and practical assessment of the driver. Also includes notification to the driver of their fitness to drive.</p>	<p>Temporary</p> <p>Destroy 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>
1.1.7	<p>Records relating to variations, conditions or endorsements to a driver licence. An endorsement allows licence holders to drive light, medium or heavy rigid vehicles and heavy or multi combination vehicles. Includes tow trucks.</p> <p>Also includes conditions and variations placed on holders of a driver licence.</p>	<p>Temporary</p> <p>Destroy 85 years after granting of initial licence or 20 years after notification of death or expiry of licence or cancellation of licence, whichever is the sooner.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.8	<p>Records relating to the granting of exemptions for learner and licensed drivers from prescribed licensing requirements.</p> <p>Includes application for an exemption from the minimum period of time a learner permit is to be held; the number of required hours of supervised driving for learner drivers; the number of passengers and / or peer passenger a probationary driver can carry and exemption from restrictions on driving high powered vehicle as a probationary driver.</p>	<p>Temporary</p> <p>Destroy 5 years after exemption has expired</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>
1.2.0	<p>Driver Compliance</p> <p>The activities associated with the monitoring and penalising of drivers for traffic related offences.</p>		
1.2.1	<p>Records relating to the notification of traffic related offences and associated penalties to be applied to driver licences.</p> <p>Includes records relating to effecting the penalty (issue of demerit points, suspension or cancellation of a licence), notification to the driver and option notices. It may also include records of appeals.</p>	<p>Temporary</p> <p>Destroy 12 years after action completed.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.2	<p>Records relating to the monitoring of heavy vehicle driver fatigue levels. They include applications for work diaries to record driver fatigue levels. These diaries are commonly referred to as National Driver Work Diaries.</p> <p>[For records relating to accreditation of heavy vehicle operators see Class 5.1.2].</p>	<p>Temporary</p> <p>Destroy 5 years after date of last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>REGULATION OF VEHICLE REGISTRATION</p> <p>The function of maintaining a Register of Registrable Vehicles and associated information about the registrable vehicles, their identifiers and registered operators. Includes the functions of maintaining client records, renewals, transfers of ownership, suspension, cancellations, vehicle modifications and written off vehicles. Also includes the activities of administering the system for regulating vehicle standards and inspections.</p> <p>[Note: Does not include the regulation of boat registration and ownership. See the appropriate Retention and Disposal Authority for the records of this function].</p>		
2.1.0	<p>Vehicle Registration</p> <p>The activity of registering vehicles including the initial registration and subsequent renewals. Includes the registration of written-off vehicles and assessment of modified vehicles.</p>		

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.1	<p>Records relating to the registration of a vehicle. Includes re-registration, determination of proof of ownership, identification of the vehicle, vehicle make and model, compliance with Standards for Registration, determination of status of registration (current, suspended or cancelled) and any conditions attached to the registration as well as the number plates issued to a vehicle.</p> <p>[For records relating to Vehicle Assessment Signatory Scheme (VASS) Approval Certificates see Class 2.1.2]</p> <p>[For in-service records (eg certificates of roadworthiness, Vehicle Identity Validation Certificates, see Class 2.1.3]</p> <p>[For records relating to written-off vehicles see Class 2.1.4]</p> <p>[For records relating to the act of ordering, purchasing, assigning and re-assigning of Custom Plates see Class 2.2.1]</p> <p>[For records relating to the act of cancellation and suspension of registration see Class 2.4.0].</p> <p>[For records relating to the application, approval and monitoring of VASS Signatories see 3.2.0].</p>	<p>Temporary</p> <p>Destroy 5 years after registration expires provided it has been 50 years since initial registration of the vehicle.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.2	Records relating to the assessment of all modified, imported and individually constructed vehicles under the Vehicle Assessment Signatory Scheme (VASS) to ensure that they meet construction and safety standards	<p>Temporary</p> <p>Destroy 50 years after vehicle modification assessment conducted.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>
2.1.3	Records relating to determining the roadworthiness of a vehicle and to validate the identity of a vehicle recorded on an interstate or the Victorian Written-off Vehicles Register. Includes certificates of roadworthiness and vehicle identity validation (VIV) certificates.	<p>Temporary</p> <p>Destroy 15 years after certificate issued.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.4	Records related to written-off vehicles. Includes vehicle make and model, vehicle identification number (VIN), registration number, category of write off and status of registration.	Temporary Destroy 15 years after entry made on the register of written-off vehicles.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.
2.1.5	Records related to change of registered vehicle operator details. Includes notification of change of name and address.	Temporary Destroy 12 years after notification.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.
2.1.6	Records of the transfer of vehicle registration. Includes all records relating to the transfer of the registration.	Temporary Destroy 7 years after the notification.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.7	Records relating to the renewal of a vehicle registration.	Temporary Destroy 7 years after notification.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.
2.2.0	<p>Custom Number Plate Management</p> <p>The activities associated with the management of the issue and allocation of custom number plate display rights.</p> <p>Number plates are issued as either 'general' or 'custom plates'. This item refers to documentation created in the issue of custom number plate display rights. Custom number plates are made to the purchaser's choice of identifying numbers and characters, within certain limitations.</p> <p>[For records relating to the issue of General Number plates see 2.1.1].</p>		

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.1	<p>Records relating to the assignment and issue of custom number plate display rights.</p> <p>Includes records relating to the ordering and purchasing of Custom number plates and the assigning and re-assigning of display rights.</p> <p>Includes records relating to recalled custom plates.</p>	<p>Temporary</p> <p>Destroy 50 years after rights to display plates have expired.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>
2.3.0	<p>Permits</p> <p>The activity of issuing an Unregistered Vehicle Permit (UVP) to allow unregistered vehicles to be driven, for particular purposes under specified conditions.</p>		
2.3.1	<p>Records of issued unregistered vehicle permits.</p> <p>Includes issuing of permits to unregistered vehicles preparing for registration, moving vehicles from place to place on a one-off basis, heavy earthmoving equipment which cannot meet registration requirements but which needs to cross or operate on public roads in the course of construction work, rally vehicles and carnival floats.</p> <p>[For permits issued for Evaluation Vehicles see Class 2.1.1].</p> <p>[For permits that relate to Over Dimensional vehicles see Class 5.1.1].</p>	<p>Temporary</p> <p>Destroy 7 years after issue of unregistered vehicle permit</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.3.2	Applications for permits for an unregistered vehicle which are unsuccessful.	Temporary Destroy 1 year after application assessed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.
2.4.0	Compliance The activities associated with the suspension and cancellation of vehicle registration. Includes suspension of a vehicle's registration in specified circumstances, for example where a defect notice has not been cleared, where the vehicle does not comply with the standards for registration, where charges and duty have not been made, where a penalty has not been paid, where the vehicle has been damaged beyond repair or destroyed.		

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.4.1	<p>Records associated to the processing of suspensions and cancellation of vehicle registration.</p> <p>Includes the receipt of notification of traffic related offences and associated penalties, determining and effecting the penalty, notifying the registered operator and requests for the surrender and/or voluntary surrender of number plates.</p>	<p>Temporary</p> <p>Destroy 7 years after date of the notification.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>
2.4.2	<p>Records relating to the issuing of defect notices to vehicles that do not meet the standards for registration and roadworthiness requirements.</p>	<p>Temporary</p> <p>Destroy 7 years after issue of the certificate or notice.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>REGULATING COMMERCIAL OPERATORS</p> <p>The function of monitoring organisations accredited by VicRoads to conduct work or actions associated with vehicle registration and driver licensing.</p> <p>Includes Licensed Vehicle Testers and Vehicle Assessment Signatory Scheme (VASS) Signatories.</p>		
3.1.0	<p>Licensed Vehicle Tester (LVT) Management.</p> <p>Activities undertaken to manage the licensing of vehicle testers responsible for the certification of roadworthiness of a vehicle.</p> <p>Includes the assessment of applications to become a Licensed Vehicle Tester, licence cancellations and renewals, and changes to licensed operator details. Also includes records of work undertaken by Licensed Vehicle Testers.</p>		
3.1.1	<p>Records relating to the administration of vehicle tester licences.</p> <p>Includes assessment of applications, and records relating to the issuing, renewal and cancellation of licences. Includes records relating to the ongoing monitoring and investigations of Licensed Vehicle Testers.</p> <p>Includes register of Licensed Vehicle Testers.</p>	<p>Temporary</p> <p>Destroy 10 years after the expiry of the licence.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.2	Records relating to unsuccessful applications to become a Licensed Vehicle Tester.	Temporary Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.
3.1.3	Records relating to the monitoring of roadworthy vehicle testing. Includes completed roadworthy vehicle testing log books submitted by licensed vehicle testers who are no longer in operation.	Temporary Destroy 15 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.
3.2.0	Vehicle Assessment Signatory Scheme (VASS) Signatories The management of VASS Signatories who are authorised by VicRoads to approve modifications to vehicles that fall within their area of expertise such as Light Vehicles, Heavy Vehicles and Motorcycles.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.1	Records related to the management of Vehicle Assessment Signatory Scheme (VASS) Signatories who issue approval certificates for modified, imported and individually constructed vehicles. Includes records of applications and renewals, approval and monitoring of signatories.	<p>Temporary</p> <p>Destroy 10 years after expiry of the final application.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	<p>MANAGEMENT OF VEHICLE SECURITIES REGISTER</p> <p>The management of the Vehicle Securities Register to record any financial interest of an individual or organisation in a vehicle, whether the vehicle has been recorded as stolen or if the operator of the vehicle has fine defaults.</p>		
4.1.0	<p>Registration of a Vehicle Securities Interest</p> <p>Activities relating to the management of the Vehicle Securities Register, including the registering of a vehicle security interest.</p>		
4.1.1	<p>Records relating to registering of a vehicle security interest. Includes application details, date for registration of a new security interest, applications to vary a security interest and date of notification requesting cancellation of a security interest.</p> <p>Includes records relating to unsuccessful or incomplete applications to register a security interest.</p> <p>Includes summary records of vehicle security interest registration.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	<p>MASS AND DIMENSION REGULATIONS</p> <p>The function of regulating load limits and use of over-size and/or over-mass vehicles in specified circumstances. Includes activities associated with the issuing, renewal, suspension and cancellation of permits.</p>		
5.1.0	<p>Mass and Dimension Management</p> <p>The activities of ensuring heavy vehicle operators comply with vehicle mass and dimension requirements. Includes the issuing of Mass and Dimension Permits to heavy vehicle operators.</p>		
5.1.1	<p>Records relating to the issuing of Mass and Dimension permits to heavy vehicle operators. Includes records relating to amending and cancelling permits.</p>	<p>Temporary</p> <p>Destroy 3 years after expiry of the permit.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.1.2	<p>Records relating to assessment of applications from heavy vehicle operators for compliance with accreditation schemes such as the National Heavy Vehicle Accreditation Scheme (NHVAS).</p> <p>Includes records of compliance, accreditation, changes to accredited operator details and cancellations of accreditation.</p>	<p>Temporary</p> <p>Destroy 3 years after expiry of accreditation.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	<p>TOW TRUCK REGULATION</p> <p>The function of regulating tow truck operators to undertake towing operations.</p> <p>Includes applications, licence management and accreditation schemes.</p>		
6.1.0	<p>Heavy Towing Licensing</p> <p>Activities relating to the issuing of licences to operators authorising attendance at an accident scene to offer a service of towing or otherwise managing a damaged or disabled vehicle.</p>		
6.1.1	<p>Records relating to the issuing of heavy towing licences.</p> <p>Includes vehicle details, records of ownership and transfer of licences between operators.</p> <p>[For register of Heavy Towing Licence endorsements see Class 1.1.0].</p>	<p>Temporary</p> <p>Destroy 10 years after cancellation of Towing licence.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.1.2	<p>Records relating to the management of operators who hold heavy towing licence(s).</p> <p>Includes records relating to the endorsement to driver licence records, police checks of operators, validations of proof of identity, driver histories and operator participation in accreditation schemes.</p>	<p>Temporary</p> <p>Destroy 40 years after date licence last transferred.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>
6.1.3	<p>Records relating to unsuccessful applications for heavy towing licences.</p>	<p>Temporary</p> <p>Destroy 2 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in a readable format pending destruction.</p>
6.2.0	<p>Trade Towing</p> <p>The activity of issuing trade towing licence permits to allow the towing or lifting and carrying of motor vehicles anywhere in Victoria, except from an accident scene.</p> <p>[Note: The trade towing program was deregulated on 31st December 2008. All trade towing licences expired on this date].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.2.1	The activity of issuing Trade Towing licences. Includes licence holder and vehicle details.	Temporary Destroy 7 years after expiry of licence.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in a readable format pending destruction.

END OF DOCUMENT