



New York State Department of Motor Vehicles (DMV)

Subject Matter List of DMV Records

Updated January 26, 2016

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.

Information about the provisions of the Freedom of Information Law (FOIL) are available on the Committee on Open Government website:

<http://www.dos.ny.gov/coog/>

List of DMV Records Subjects

Subject	Page Number
<i>Accidents</i>	<i>1</i>
<i>Administrative Hearings - Safety Hearings</i>	<i>1</i>
<i>Agency Program Services</i>	<i>1</i>
<i>Appeals</i>	<i>1</i>
<i>Audit</i>	<i>2</i>
<i>Budget and Fiscal</i>	<i>2</i>
<i>Bus Driver Unit</i>	<i>2</i>
<i>Call Center/Customer Services</i>	<i>2</i>
<i>CDL Medical Certification Unit</i>	<i>3</i>
<i>CDL/PDPS Help Desk</i>	<i>3</i>
<i>CDL Policy Unit</i>	<i>3</i>
<i>Communications/Press</i>	<i>3</i>
<i>Contracts/Data Sharing Agreements</i>	<i>4</i>
<i>Correspondence</i>	<i>4</i>
<i>Custom Plates</i>	<i>4</i>
<i>DMV District/Field Offices</i>	<i>5</i>
<i>Impaired Driver Program (formerly Drinking Driver Program)</i>	<i>6</i>
<i>Driver Improvement Bureau</i>	<i>6</i>
<i>Driver License/Permit/Non-Driver ID</i>	<i>7</i>
<i>Driver Training Programs</i>	<i>7</i>
<i>Facility Regulation (Dealership/Repair Shop/Inspection Station Regulation)</i>	<i>7</i>
<i>Type of Record</i>	<i>7</i>
<i>Certified Inspector and Body Damage estimators</i>	<i>7</i>
<i>Facility cases</i>	<i>7</i>
<i>Facility files</i>	<i>7</i>
<i>Retail Certificates of Sale</i>	<i>7</i>
<i>Dealer/transporter plate requests</i>	<i>7</i>
<i>Field Investigation</i>	<i>8</i>
<i>Financial Security (Insurance)</i>	<i>8</i>
<i>Forms and Publications</i>	<i>8</i>
<i>Governor's Traffic Safety Committee</i>	<i>9</i>
<i>Hazardous Material Endorsement</i>	<i>9</i>
<i>Human Resources</i>	<i>9</i>
<i>Internal Controls</i>	<i>10</i>
<i>International Registration Plan (IRP)</i>	<i>10</i>
<i>Labor Relations</i>	<i>10</i>
<i>Legal</i>	<i>11</i>
<i>Material Services (Building Services/Maintenance)</i>	<i>11</i>
<i>Medical Review</i>	<i>11</i>
<i>Records Access Office/FOIL</i>	<i>11</i>
<i>Staff Training</i>	<i>12</i>
<i>Subject Matter Files</i>	<i>12</i>
<i>Testing and Investigation</i>	<i>12</i>
<i>Traffic Tickets - Administrative Adjudication</i>	<i>12</i>
<i>Traffic Tickets – Traffic Safety Law Enforcement and Disposition</i>	<i>13</i>
<i>Vehicle Inspection</i>	<i>13</i>

Vehicle Ownership (Title).....13
Vehicle Registration.....13

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

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

<p style="text-align: center;"><i>Agency Program Services</i></p> <p>Description of records: program analysis and evaluation, forms design, data and statistical services and web design and performance</p>
Type of Record
DMV statistics
Program evaluation files
Enhanced driver license (EDL) also known as WHTI
Real ID

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

<i>Audit</i> Description of records: audits of DMV programs and external use of DMV records
Type of Record
Audit work papers and reports

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

<i>Bus Driver Unit</i> Description of records: certification of bus drivers under Article 19-A of the Vehicle and Traffic Law
Type of Record
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
Escort certification records

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

<p style="text-align: center;"><i>CDL Medical Certification Unit</i> Description of records: medical documentation for NYS CDL holders</p>
Type of Record
USDOT Medical Examiner Certificates
Medical variances issued/rescinded by FMCSA
Self-certification of commercial driving type

<p style="text-align: center;"><i>CDL/PDPS Help Desk</i> Description of records: national record keeping on commercial and non-commercial drivers</p>
Type of Record
Out-of-state convictions/withdrawals
Out-of-state receipts of compliance
CDLIS reports
PDPS reports

<p style="text-align: center;"><i>CDL Policy Unit</i> Description of records: CDL policies, statutes and regulations</p>
Type of Record
CDL regulations
CDL NYS VTL

<p style="text-align: center;"><i>Communications/Press</i> Description of records: media, press, publications and public outreach</p>
Type of Record
Annual report
Brochures
Photos
Press events
Printed materials
Show and exhibit records
Video production

<i>Contracts/Data Sharing Agreements</i> Description of records: contractual obligations or agreements between the Department and third parties
Type of Record
Bids/Bidding
Contract award documents
Contract Reporter posting
Contractual services
Memorandums of Agreement or Understanding
Procurement Lobbying Law documents
MWBE reports

<i>Correspondence</i> Description of records: letters between DMV and the public or certain audiences
Type of Record
Commissioner's correspondence
Correspondence with the public
Series memos

<i>Custom Plates</i> Description of records: issuance of custom designed and personalized license plates
Type of Record
License Plate Spec sheets
Offensive Plates list
Official Plates list

DMV District/Field Offices	
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)	
Type of Record	
Annual employee performance evaluations	
Attendance log book (call-ins, approved leave, etc.)	
Blank weekly schedule (Albany District Office form)	
Cash distribution sheet	
Computer outages	
Court appearances	
DFI log book (confiscated documents suspected of being fraudulent, FI-8s, etc.)	
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	
Evacuation plans	
Field Operations compiled wait time reports	
Inventory reports	
Invoices/Receipts	
Kudos	
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	
Probation reports	
Processing centers – Drop off/Pick-up bulk work log, incoming mail log, list of authorized PSBs, Memorandums of Understanding	
Procurement card plot sheets	
Q-Matic reports (“take a number” system)	
Reconciliation activity	

Reconciliation records
Records of theft/loss of state assets
Regional Log Book (expedited transactions (police, legislative referrals, etc.))
Reports for interlock and paperless transactions
Signature samples
State vehicle monthly user record
Systematic Alien Verification for Entitlements (SAVE)

<p style="text-align: center;"><i>Impaired Driver Program (formerly Drinking Driver Program)</i> Description of records: Program that provides education and rehabilitative services to people convicted of alcohol/drug related driving violations</p>
Type of Record
Impaired Driver Program (IDP) program application
Instructor applications
Fiscal reports
Enrollment reports
Classroom inspection reports
Out-of-state equivalent program participation status

<p style="text-align: center;"><i>Driver Improvement Bureau</i> Description of records: issuance of suspension or revocation of a license or permit to operate a vehicle on public roads in New York State</p>
Type of Record
Closed correspondence
DRA exception reports
DRA credit card chargebacks
Drug suspensions
MV-134's
Scofflaw orders on license
Scofflaw orders on commercial registrations
Abandoned vehicle suspensions
Conditional/Restricted privilege batches
Hardship privilege batches
DDP completions/drops/re-entry letters
Files on CDL test cheaters

<i>Driver License/Permit/Non-Driver ID</i>
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
Type of Record
Accident during road test
Application for license, permit, non-driver ID
License/driving abstracts
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

<i>Driver Training Programs</i>
Description of Records: regulation of entities that offer point insurance reduction courses, driving instruction and driver education
Type of Record
Instructor applications
Hearing/suspension/revocation cases
Complaints
Point-Insurance Reduction Program data
Point-Insurance Reduction monitoring reports
Pre-licensing course
Driving school applications
NYSEDTSE (driver traffic and safety education) applicant driving record reviews

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

<i>Field Investigation</i>
Description of records: enforcement of motor vehicle laws by DMV
Type of Record
Auto theft
Employee threats
Facial recognition
Fingerprinting of employees
Fraudulent documents
Fraudulent leases
Fraudulent vehicle purchases
ID theft (DMV related)
Investigations
Malfeasance
Workplace violence

<i>Financial Security (Insurance)</i>
Description of records: providing proof of insurance coverage needed to operate a motor vehicle in New York state
Type of Record
Department of Taxation suspensions
Insurance Information and Enforcement System (IIES) processing – submitted
IIES metrics reports
Insurance company contacts
Judgment cases
Request for insurance information (Accidents)
Resolution and Power of Attorney (FS-13) filings
Revocation cases
Self-insurance applications
Truck mileage tax suspensions
Uninsured accident cases
Uninsured operation cases
WISE processing reports

<i>Forms and Publications</i>
Description of records: Public and non-public use forms and publications related to DMV transactions, policy and procedure
Type of Record
Non-public use forms
Public use forms

Publications
Pamphlets and brochures

<p style="text-align: center;"><i>Governor's Traffic Safety Committee</i></p> <p style="text-align: center;">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</p>
Type of Record
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;">Description of records: application for an endorsement to operate a vehicle containing hazardous material</p>
Type of Record
HAZMAT applications
Fingerprint/Hazmat (record of all fingerprints performed for Hazmat applicants)
Record of convictions/Transportation Security Administration Record of Response

<p style="text-align: center;"><i>Human Resources</i></p> <p style="text-align: center;">Description of records: staffing the Department of Motor Vehicles</p>
Type of Record
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

<i>Internal Controls</i>
Description of records: promotion of efficient and effective operations and compliance with laws, regulations, contracts and management directives
Type of Record
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)

<i>International Registration Plan (IRP)</i>
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
Type of Record
IRB (International Registration Bureau) account folder
Customer log
IRB transactions – Record of Clearinghouse transactions

<i>Labor Relations</i>
Description of records: collective bargaining agreements between DMV management and union represented employees
Type of Record
Negotiations
Counseling/Discipline
Discrimination complaints (Both internal and State Division of Human Rights and Equal Employment Opportunity Commission)
Reasonable accommodations grievances
Health and safety

<p style="text-align: center;"><i>Legal</i></p> <p>Description of records: legal documents and records related to administrative or court proceedings</p>
Type of Record
Bankruptcy
Commissioner's Regulations
History files for certain chapters/vetoes
History files for certain departmentals
Litigation
Office correspondence
Subpoenas

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

<p style="text-align: center;"><i>Medical Review</i></p> <p>Description of records: issuance of suspensions/revocations due to low vision, and/or medical issues</p>
Type of Record
Medical cases
Low vision cases
Tinted window cases

<p style="text-align: center;"><i>Records Access Office/FOIL</i></p> <p>Description of records: FOIL requests, records management</p>
Type of Record
Freedom of Information Law (FOIL) requests
Subject matter list

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

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

<i>Testing and Investigation</i>	
Description of records: scheduling and conducting of road or skills tests	
Type of Record	
Accident during road test	
Road test results	

<i>Traffic Tickets - Administrative Adjudication</i>	
Description of records: issuance and disposition of non-criminal traffic tickets in New York City, City of Buffalo and the City of Rochester.	
Type of Record	
Affidavits in lieu of appearance	
Complaints	
Daily Transaction Listings (DTLs)	
Dispositions	
Evidence/exhibits	
Hearing recordings	
Reconciliation records	
Recordings	
Returned checks	
Transaction receipts	

<p style="text-align: center;"><i>Traffic Tickets – Traffic Safety Law Enforcement and Disposition</i> Description of records: issuance and disposition of traffic tickets in city or town courts outside of the Administrative Adjudication region</p>
Type of Record
Arrests
Dispositions
Drug suspensions
Scofflaws

<p style="text-align: center;"><i>Vehicle Inspection</i> Description of records: safety and emissions inspection of registered vehicles</p>
Type of Record
Vehicle inspection records

<p style="text-align: center;"><i>Vehicle Ownership (Title)</i> Description of records: vehicle ownership</p>
Type of Record
TST (Title) surrenders
Titling of a vehicle

<p style="text-align: center;"><i>Vehicle Registration</i> Description of records: records pertaining to the registration of a vehicle to operate on public roads in New York State</p>
Type of Record
Temporary Certificate of Registration (MV-53)
Registration of a vehicle
Suspensions/revocations