



## POLICY AND PROCEDURE STATEMENT

### ADM – 8.1.3 Records Retention Policy

Purpose: This Policy and Procedure Statement supplements the types of files retained by BOT as well as the manner and method for retention or destruction. Agency specific record retention periods are addressed by this Policy and Procedure Statement.

Effective Date: September 1, 2020	Superseded Policy: 8.1.2
References: 47 O.S. 759, 40 O.A.C. 1-1-3	
Related Forms: None	
Approved By: Joshua Smith	

1. BOT will retain records in accordance with the Archives and Records Commission’s “Consolidated General Records Disposition Schedule”.
2. Agency specific records or documentation listed below in the table are exempt from the Archives and Records Commission’s “Consolidated General Records Disposition Schedule” and may be destroyed upon expiration of retention time frame.

TABLE 1

Document Family	File Type	Retention time frame
Interlock	Foreign Installation Applications	12 months after Board approval, documentation may be destroyed.
Interlock	Verified Violation Reports	12 Months after submission to DPS Interlock Violations email address. May be deleted from the email server.
Interlock	Interlock Installation Reports	6 Months after receipt. May be deleted from the email server.
Interlock	Interlock Removal Reports	6 Months after submission to DPS Interlock Violations email address. May be deleted from the email server.
Interlock	Application for Interlock History	3 Months after submission to DPS.
Training	BOT Training Curriculum	Agency created training tools, materials and documents that are not part of the current and previous year training curriculum may be destroyed.

**END OF POLICY AND PROCEDURE STATEMENT**