

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

Authority number: PROS 09/08 VAR 3



PROS 09/08 VAR 3

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

Issued Date: 11/05/2022

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

Authority number: PROS 09/08 VAR 3

## INTRODUCTION

### Context

#### Variation 1

**Public Records Act 1973 (Section 12)**

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

**Public Record Office Standard (PROS) 09/08**

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of Vehicle Registration and Driver Licensing, issued as Public Record Office Standard (PROS) 09/08 on 23/12/2009, as follows:

Extension of the application of this Authority until varied or revoked.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 06 December 2019

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

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### **Variation 2**

**Public Records Act 1973 (Section 12)**

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

**Public Record Office Standard (PROS) 09/08**

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of Vehicle Registration and Driver Licensing, issued as Public Record Office Standard (PROS) 09/08 on 23/12/2009, as follows:

- Removing classes 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.1.7 and 1.1.8
- Inclusion of replacement rolled-up classes 1.1.1, 1.1.2 and 1.1.3

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director and Keeper of Public Records

Date: 13 November 2020

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

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## Variation 3

Public Records Act 1973 (Section 12)

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

Public Record Office Standard (PROS) 09/08

Variation 3:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of Vehicle Registration and Driver Licensing, issued as Public Record Office Standard (PROS) 09/08 on 23/12/2009, as follows:

Classes for **Function 2: Regulation of Vehicle Registration** have changed;

- Classes 2.1.1 to 2.1.7 have been reduced to two classes. 2.1.1 now includes all long-term, summary records of Vehicle Registration to be retained for 50 years and 2.1.2 now includes all medium-term, detailed records for Vehicle Registration to be retained for 16 years.
- Activity 2.2 has been expanded to include two classes instead of one. 2.2.1 has become a class for long-term records of Custom Number Plate Management with a retention period of 85 years. 2.2.2 has been created for medium-term records of Custom Number Plate Management to be retained for 16 years.
- Activity 2.3 has been reduced to include one class instead of two and the new class 2.3.1 has reduced the retention period of all Unregistered Vehicle Permit records to 2 years.
- The entire Activity 2.4 has been removed and all the content of the record classes are now covered by the classes in Activity 2.1 as either long-term or medium-term records.

The classes for **Function 5: Mass and Dimension Regulations** have been removed;

- Activity 5.1 and its classes have been removed due to this function being transferred to a national controlling body. The function is still included within the RDA as a placeholder referencing this variation to retain the subsequent numbering of the functions in the RDA.

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

**Authority number: PROS 09/08 VAR 3**

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director and Keeper of Public Records

Date: 11/05/2022

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

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

Authority number: PROS 09/08 VAR 3

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

<b>Retention and Disposal Authority No</b>	PROS 09/08 VAR 3
<b>Scope</b>	This Retention and Disposal Authority authorises the disposal of records of the Vehicle Registration and Driver Licensing functions.
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	11/05/2022

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

Authority number: PROS 09/08 VAR 3

List of Functions and Activities covered
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# Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing

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## Introduction

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### 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.

### 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](http://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 be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### 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.

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## **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.

## **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.

## **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 records must be managed and transferred in accordance with PROV Standards.

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

Authority number: PROS 09/08 VAR 3

## Concurrence of Public Office

This Authority has the concurrence of:

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Signature: [signed]

Name: Gary Liddle

Position: Chief Executive, VicRoads

Date: 15 December 2009

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## 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 Department of Transport III. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

**Justine Heazlewood**, Keeper of Public Records

Date of Issue: 23 December 2009

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
1	<b>DRIVER LICENSING REGULATION</b>	<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	<b>Driver Licensing</b>	<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>		
1.1.1	<b>Long-term temporary</b>	<p>Summary records of the issue and renewal of permits and licences to drivers.</p> <p>Includes information regarding:</p> <ul style="list-style-type: none"> <li>• Date/s of assessment, test, permit or licence issued/renewed</li> <li>• Driver's details: name, date of birth, address, etc.</li> <li>• Checklist of identification evidence provided</li> <li>• Test outcome (Pass/Fail)</li> </ul>	Temporary	Destroy 85 years. after granting of initial licence.

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>DRIVER LICENSING REGULATION - Driver Licensing</i>				
		<ul style="list-style-type: none"> <li>• Licence or permit number</li> <li>• Photograph/s of driver (including both original issue photograph and those taken over time as the permit/licence is renewed or re-issued)</li> <li>• Type/s and date of conditions placed on the licence</li> <li>• Type/s and date of variations or endorsements placed on the licence</li> <li>• Summary driving penalties and relevant convictions</li> <li>• Dates of expiry, cancellation</li> <li>• Date of death (if known)</li> </ul>		
1.1.2	<b>Medium-term temporary</b>	<p>Detailed records of the issue and renewal of permits and licences for drivers.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Detailed application and assessment results</li> <li>• Driving test results and score sheets</li> <li>• Medical, vision and/or hearing test results or reports from practitioners regarding suitability to drive and/or any resulting conditions to be</li> </ul>	Temporary	Destroy 16 years after action completed.

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>DRIVER LICENSING REGULATION - Driver Licensing</i>				
		<p>placed on the permit or licence. Includes reviews and updates through the licensed period.</p> <ul style="list-style-type: none"> <li>• Traffic infringement status and other relevant checks to confirm eligibility to hold a permit or licence and/or any resulting conditions to be placed on the permit or licence</li> <li>• Court orders permitting the reinstatement of a cancelled or suspended licence</li> <li>• Change of driver details e.g. change of address, change of name etc.</li> <li>• Granting of exemptions for learner and licenced drivers from prescribed licensing requirements e.g. exemption from the minimum period of time a learner permit is to be held etc.</li> <li>• Interstate licence changeover authorities/approval/supporting documentation</li> <li>• Heavy Vehicle assessment certificates of competency (evidence of endorsements placed on a licence)</li> </ul>		
1.1.3	<b>Short-term temporary</b>	Short-term records of the issue of permits or licences to drivers.	Temporary	Destroy 18 months after action completed.



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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>DRIVER LICENSING REGULATION - Driver Compliance</i>				
		Includes: <ul style="list-style-type: none"> <li>• Records of driver experience, including learner logbook declarations and evidence of driver experience</li> <li>• Applications for a permit or licence that do not proceed to the issue of a permit or licence, including detailed test results &amp; score sheets</li> </ul>		
1.2	<b>Driver Compliance</b>	The activities associated with the monitoring and penalising of drivers for traffic related offences.		
1.2.1		Records relating to the notification of traffic related offences and associated penalties to be applied to driver licences.  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.	Temporary	Destroy 12 years after action completed.
1.2.2		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.  [For records relating to accreditation of heavy vehicle operators see Class 5.1.2].	Temporary	Destroy 5 years. after date of last action.

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF VEHICLE REGISTRATION</i>				
2	<b>REGULATION OF VEHICLE REGISTRATION</b>	<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	<b>Vehicle Registration</b>	<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>		
2.1.1	<b>Long-term records of Vehicle Registration</b>	<p>Summary records of the issue and renewal of vehicle registrations.</p> <p>Includes information regarding:</p> <ul style="list-style-type: none"> <li>• Date/s of registration - issued/renewed</li> <li>• Vehicle make, model and other vehicle category details e.g. transmission type, fuel type etc. Includes details of trailers and heavy vehicles which require specific registration details to</li> </ul>	Temporary	Destroy 50 years after date registration expires.

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF VEHICLE REGISTRATION - Vehicle Registration</i>				
		<p style="text-align: center;">be collected under the regulations</p> <ul style="list-style-type: none"> <li>• Vehicle identification details e.g. Vehicle Identification Number (VIN), engine numbers etc.</li> <li>• Summary details of current and past vehicle operators, including dates and details of ownership/operator changes</li> <li>• Status of registration (current, suspended or cancelled) for the vehicle over time, including dates of status changes</li> <li>• High-level details of registration conditions</li> <li>• Club permits</li> <li>• Current and past number plates assigned for use on the vehicle</li> <li>• Vehicle modification history, including dates and summary outcomes of modification assessments. Includes summary details of the assessment of individually constructed vehicles.</li> <li>• Vehicle imported (Y/N) including dates and summary outcomes of assessments to ensure compliance of incoming vehicles with relevant standards</li> </ul>		

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
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*REGULATION OF VEHICLE REGISTRATION - Vehicle Registration*

		<ul style="list-style-type: none"> <li>Summary details of the 'write-off' of a vehicle including write-off status and relevant dates</li> </ul>		
2.1.2	<b>Medium-term Records of Vehicle Registration</b>	<p>Detailed records of the issue, renewal and/or cancellation of vehicle registrations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>Detailed application and assessment results</li> <li>Detailed records of a change of registered operator of a vehicle, including transfer documentation</li> <li>Detailed records of the history of vehicles previously registered interstate</li> <li>Supporting documentation required to be submitted as part of an initial registration, renewal, or a re-registration (after a period of not being registered) process e.g. evidence of the applicant's identity, proof of ownership documentation, roadworthy certificates, completed authorities to act as an agent (if applicable), changes to contact details etc.</li> <li>Detailed assessment reports, compliance certificates and other documentation for vehicle modifications or individually constructed vehicles</li> </ul>	Temporary	Destroy 16 years after last action completed.

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF VEHICLE REGISTRATION - Custom Number Plate Management</i>				
		<ul style="list-style-type: none"> <li>• Detailed documentation regarding vehicles which have been 'written-off'</li> <li>• Case records of regulatory suspensions or cancellations of vehicle registrations</li> <li>• Defect notices issued to vehicles that do not meet the standards for registration and roadworthiness requirements, and supporting documentation</li> <li>• Documentation regarding the voluntary surrender of number plates</li> <li>• Detailed records of changes to registration period duration e.g. 3, 6 or 12 month registration period</li> <li>• Certificates of roadworthiness and vehicle identity validation (VIV) certificates</li> </ul>		
2.2	<b>Custom Number Plate Management</b>	<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>		

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF VEHICLE REGISTRATION - Custom Number Plate Management</i>				
		[For records relating to the issue of General Number plates see 2.1.1.]		
2.2.1	<b>Long-term Records of Custom Number Plate Management</b>	<p>Summary records of the issue and assignment of custom number plate display rights.</p> <p>Including information regarding:</p> <ul style="list-style-type: none"> <li>• The custom plate combination applied for</li> <li>• Identification and contact details of the person applying for the customer number plates</li> <li>• Date of assignment of rights/issue of the custom number plate</li> <li>• Changes to the assignment of rights e.g. by sale or transfer of the plates to another person</li> <li>• Summary details of the vehicle registered against the plates, and changes to this over time</li> <li>• Date custom number plate recalled (if applicable)</li> <li>• Date custom number plate surrendered (if applicable)</li> </ul> <p>Note: Custom number plates must fall within certain</p>	Temporary	Destroy 85 years after date of last action.

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF VEHICLE REGISTRATION - Custom Number Plate Management</i>				
		parameters (e.g. cannot be or imply an offensive or discriminatory term)		
2.2.2	<b>Medium-term Records of Custom Number Plate Management</b>	<p>Detailed records of the issue and assignment of custom number plate display rights.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Detailed applications forms and supporting documentation</li> <li>• Decisions and correspondence with applicants</li> <li>• Records of the ordering and purchasing of custom number plates</li> <li>• Detailed notifications of the sale and transfer of custom number plates</li> <li>• Case management of custom number plate recall (e.g. where a plate issued in the past contains or implies a term that is no identified as offensive or discriminatory)</li> <li>• Documentation concerning the surrender of a custom number plate</li> </ul>	Temporary	Destroy 16 years after action completed.
2.3	<b>Permits</b>	The activity of issuing an Unregistered Vehicle Permit (UVP) to allow unregistered vehicles to be driven, for particular purposes under specified conditions.		

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF VEHICLE REGISTRATION - Permits</i>				
2.3.1	<b>Unregistered Vehicle Permits</b>	<p>Records of the issue of unregistered vehicle permits (UVP) to allow unregistered vehicle to be driven for particular purposes under specified conditions e.g. heavy equipment or agricultural equipment crossing, or travelling on roads, rally vehicles or carnival floats.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Detailed application forms and supporting documentation</li> <li>• Decisions and correspondence with applicants</li> <li>• Records of permits issued to successful applicants</li> <li>• Enquiries and support for permit holders e.g. checking if a new purpose falls within the conditions of the existing permit</li> </ul>	Temporary	Destroy 2 years after action completed.
3	<b>REGULATING COMMERCIAL OPERATORS</b>	<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	<b>Licensed Vehicle Tester (LVT)</b>	Activities undertaken to manage the licensing of vehicle testers responsible for the certification of		



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Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATING COMMERCIAL OPERATORS - Licensed Vehicle Tester (LVT) Management.</i>				
	<b>Management.</b>	<p>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 licenses. Includes records relating to the ongoing monitoring and investigations of Licensed Vehicle Testers.</p> <p>Includes register of Licensed Vehicle Testers.</p>	Temporary	Destroy 10 years after the expiry of the licence.
3.1.2		Records relating to unsuccessful applications to become a Licensed Vehicle Tester.	Temporary	Destroy 2 years after last action.
3.1.3		<p>Records relating to the monitoring of roadworthy vehicle testing.</p> <p>Includes completed roadworthy vehicle testing log books submitted by licensed vehicle testers who are no longer in operation.</p>	Temporary	Destroy 15 years after last action.
3.2	<b>Vehicle Assessment Signatory Scheme</b>	The management of VASS Signatories who are authorised by VicRoads to approve modifications to		

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

Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATING COMMERCIAL OPERATORS - Vehicle Assessment Signatory Scheme (VASS) Signatories</i>				
	<b>(VASS) Signatories</b>	vehicles that fall within their area of expertise such as Light Vehicles, Heavy Vehicles and Motorcycles.		
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.	Temporary	Destroy 10 years after expiry of the final application.
4	<b>MANAGEMENT OF VEHICLE SECURITIES REGISTER</b>	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.		
4.1	<b>Registration of a Vehicle Securities Interest</b>	Activities relating to the management of the Vehicle Securities Register, including the registering of a vehicle security interest.		
4.1.1		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.  Includes records relating to unsuccessful or incomplete applications to register a security interest.  Includes summary records of vehicle security interest	Temporary	Destroy 7 years after last action.

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Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>MASS AND DIMENSION REGULATIONS</i>				
		registration.		
5	<b>MASS AND DIMENSION REGULATIONS</b>	[Function and classes removed as per Variation 3]		
6	<b>TOW TRUCK REGULATION</b>	The function of regulating tow truck operators to undertake towing operations.  Includes applications, licence management and accreditation schemes.		
6.1	<b>Heavy Towing Licensing</b>	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.		
6.1.1		Records relating to the issuing of heavy towing licences.  Includes vehicle details, records of ownership and transfer of licences between operators.  [For register of Heavy Towing Licence endorsements see Class 1.1.0].	Temporary	Destroy 10 years after cancellation of Towing licence.
6.1.2		Records relating to the management of operators who hold heavy towing licence(s).  Includes records relating to the endorsement to driver licence records, police checks of operators,	Temporary	Destroy 40 years after date licence last transferred.

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Authority number: PROS 09/08 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>TOW TRUCK REGULATION - Heavy Towing Licensing</i>				
		validations of proof of identity, driver histories and operator participation in accreditation schemes.		
6.1.3		Records relating to unsuccessful applications for heavy towing licences.	Temporary	Destroy 2 years after last action.
6.2	<b>Trade Towing</b>	<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>		
6.2.1		The activity of issuing Trade Towing licences. Includes licence holder and vehicle details.	Temporary	Destroy 7 years after expiry of licence.