

RFP 32110-17101 Digital Imaging Services

RFP Attachment 6.11, Safety's Microform Summary

(For Informational Purposes Only)

Group 3: Microform Services

Microfilm: Microfilm is located by Driver's License Number (DLN) to find related documents. Microfilm is searched by Document Control Number (DCN) . All DCN's are eleven (11) digits long.

From 1937 to 1964, all Applications are located by name and Date of Birth.

After 1970 through 1977, documents are located by DLN.

Microfiche: Clear copies are archived to records management once a year; Blue copies are kept at Safety and used when searching for information.

Document Direct: All Fiche converted to a new electronic format starting in March 2010.

- 1) **Driver Master File** – Fiche is generated yearly. Fiche currently on hand: beginning date 12/27/1977 through 1-27-2010. Document Direct 4-7-2010 and 4-27-2010.

Note: A file must be produced and available for search for legal, federal, state, and local purposes.

This is an alphabetical name listing of all drivers on the database for a specified time frame.

Located by year and then searched by name. Displays license number, name, street address, city, state, zip, birth date, race, sex, and license expiration date.

Used to find if driver ever had a license in Tennessee and locate records. Used by Records periodically throughout the year to respond to requests or search for licensing information. Used by Law Enforcement Help Desk when processing fraud or application history requests. When an individual is obtaining a license in another state, they will request proof of license in TN. Sometimes request come from Law Enforcement Agencies, District Attorneys, Driver License Issuance or the Call Center.

- 2) **Driver History Purge** – Fiche is generated yearly. Fiche currently on hand: beginning date 8/29/1979 through 2-12-2010. Document Direct 2-22-2010 thru 9-15-2014.

Note: A file must be produced and available for search for legal, federal, state, and local purposes. File may contain large amount of data.

An alphabetical name listing of drivers with the DL numbers and items purged from the driver history. When the driver record goes through a two-year renewal cycle with no activity, then the record is purged. The DL number is assigned an action code 998 to indicate master record purged.

Located by year and then searched by name. Displays name, date of birth, street address, city, state, event date, DCN, County/State, action code, case number, license number, and date purged.

Used to find record of driver, license number, and any information purged from driver database.

- 3) **Soundex** – Fiche only generated when space required on system. Fiche currently on hand: 3/17/1984 through 12/9/2002. Document Direct 4-27-2010 and 3-18-2013.

Note: This is a backup to computer system.

This is an alphabetical name listing providing a record of any transaction that posted or attempted to post to a driver record.

Located by year and then searched by name. Displays name, date of birth, street address, city state, event date, DCN, County/State, action code, case number, and license number.

- 4) Deleted** – Fiche currently on hand: 9/19/1979 through December of 2002. Fiche has not been generated since 2002. Document Direct 4-27-2010 and 3-18-2013.

Located by year and then searched by name. Displays name, date of birth, street address, city state, event date, DCN, County/State, action code, case number, and license number.

- 5) Safety DCN Index** – Fiche generated each month and then a set is generated for the complete year. Fiche currently on hand: 1/5/1979 – 11/12/2009.

Note: Filenet imaging began April 1, 2009. Fiche no longer needed after 2009 update.

This is a document control number index listing by license number providing a record of any driver license transaction type, renewals and changes.

Located by month using the date of issuance on driver record and then searched by driver license number. Displays license number, DCN-1, DCN2, and transaction type.

- 6) Internet Applications** – Fiche generated monthly. Fiche currently on hand: beginning date 1/1/2000 through 2/5/2010. Document Direct 3-22-2010 and 2-9-2015.

Note: A file must be produced and available for search for legal, federal, state, and local purposes.

This is a record of driver license renewals, duplicates, and address changes via the internet.

Located by month using date of issuance on driver record and then searched by driver license number. Displays the transaction type, general, current, and previous information. Each record displays the following: THIS IS A TRUE AND CORRECT COPY OF THE RECORD ON FILE WITH THIS DEPARTMENT.

- 7) Safety Letters** – Fiche is generated daily. Fiche currently on hand: beginning date 3/26/1982 through 5/27/2010. Document Direct 4-5-2010 thru 7-6-2015.

Note: A file must be produced and available for search for legal, federal, state, and local purposes.

Note: Letter database contains verbiage for letters. Aging will pull information by transaction code and uses driver license number to get the latest address. The verbiage for the letters can be changed. There must be a letter image of what was contained in the letter generated on a specified date.

This is a record of letters generated for Financial Responsibility, Driver Improvement, Handgun, and Fiscal Services and the content of the letter as of the date run.

Microfiche is by date; once you locate the fiche by using date obtained from driver history it is lined by form number and then name.

8) CDL_MED_CE DEPT OF SAFETY – CDL DIVISION

Document Direct 6-30-2012 and 7-6-2015.

This is an alphabetical name listing providing a record of any CDL notices that posted to a driver record. Located by year and then searched by name. Displays name, date of birth, street address, city state, event date, DCN, County/State, action code, case number, and license number.

9) HG_LETTERS – HANDGUN LETTERS

Document Direct 4-19-2010 thru 7-6-2015.

This is an alphabetical name listing providing a record of any Handgun notices that posted to a driver record. Located by year and then searched by name. Displays name, date of birth, street address, city state, event date, DCN, County/State, action code, case number, and license number.

Driver's License Numbers: Driver's License Numbers (DLN) began as seven (7) digit numbers. Currently, DLNs are nine (9) digits.

Microform Equipment:

- 1) Microfilm: Kodak Imagelink 2400dsv.
- 2) Microfiche: Minolta ms6000 MKII.

There is a Microfiche carrier attachment for each Kodak.