

Agreement

BETWEEN

The Department of Administration, Division of Motor Vehicles

AND

The Alaska Court System

FOR

Automated Minor Offense Disposition Reporting

[This Agreement was fully executed on August 27, 2013. It was updated and re-signed in December 2021 to remove Paragraph 4.8 which had no substantive impact on this Agreement, to reflect a new email address for the Alaska Court System, and to substitute signature by the current Directors of both parties.]

1. Parties

This Agreement is made between the Department of Administration, Division of Motor Vehicles (DMV) and the Alaska Court System (ACS).

2. Effective Date

This Agreement becomes effective once signed by all parties.

3. Purpose and Background

This Agreement documents the terms and conditions under which DMV will access, via the ACS system interface, the same minor offense disposition data as is contained in the daily email report that the ACS sends to DMV.

The ACS is required to provide minor offense dispositions to DMV in order to comply with AS 28.15.191(a) and Alaska Rules of Minor Offense Procedure Rule 10(i). The ACS sends a daily report of minor offense dispositions to the DMV via email to a generic email address.

DMV will use the minor offense data provided by the ACS via the system interface to attach minor offense convictions automatically to driving records.

4. Agreement.

- 4.1 The parties agree to send notification of any issues identified in a timely manner.
- 4.2 DMV agrees that this Agreement is specifically limited to the use of minor offense data to update driver records. DMV agrees not to update any driver record with criminal disposition data.
- 4.3 The ACS agrees to continue to send the minor offense disposition email report in addition to providing access to the minor offense disposition data via the system interface. DMV agrees to update the ACS with any changes to the generic email address to which ACS sends the daily email report of minor offense dispositions.
- 4.4 The ACS agrees to provide DMV with continued access to the ACS system interface for minor offense disposition data effective immediately, except for unforeseen disruptions to access that may occur from time to time for reasons outside the control of the ACS.

- 4.5 Data available via the system interface will include data generated by the ACS and data received by the ACS from other agencies. The parties agree that the ACS does not guarantee the quality and integrity of any data provided to the ACS by other agencies
- 4.6 The parties agree that in the event that the technology used to implement this exchange changes, this agreement will remain in effect.
- 4.7 The parties agree to conduct an audit periodically to identify and address any data quality issues.

5. Contact Information

ACS Help Desk
Phone: (907) 264-8212
Email: helpdesk@akcourts.gov

DMV IT Help Desk
Phone: (907) 269-5503
Email: doa.dmv.it.notices@alaska.gov

6. Agreement Duration & Changes

This Agreement will continue to remain in effect until terminated in writing by either party. The parties agree to give each other at least 30 days written notice prior to termination unless to do so would unreasonably compromise compliance with laws, court rules, public safety, or the administration of justice.

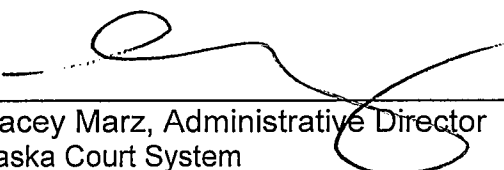
DocuSigned by:

Jeffrey Schmitz

Jeffrey Schmitz, Division Director
Department of Administration, Division of Motor Vehicles

12/6/2021

Date


Stacey Marz, Administrative Director
Alaska Court System

December 6, 2021

Date

Certificate Of Completion

Envelope Id: CB69240023E349939C869218BB7B8E99	Status: Completed
Subject: Please DocuSign: DMV-ACS MOU MO Dispo Reporting UPDATED 12_6_2021.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Marcy Ferguson
Time Zone: (UTC-09:00) Alaska	PO Box 110206
	Juneau, AK 99811
	marcy.ferguson@alaska.gov
	IP Address: 158.145.14.23

Record Tracking

Status: Original 12/6/2021 4:30:56 PM	Holder: Marcy Ferguson marcy.ferguson@alaska.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Alaska	Location: DocuSign

Signer Events

Jeffrey Schmitz
Jeffrey.Schmitz@alaska.gov
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Jeffrey Schmitz
377B1C473E4A422...

Signature Adoption: Pre-selected Style
Using IP Address: 158.145.14.25

Timestamp

Sent: 12/6/2021 4:35:19 PM
Viewed: 12/6/2021 5:44:53 PM
Signed: 12/6/2021 5:46:35 PM

Electronic Record and Signature Disclosure:
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ID: 2925d22c-2ae1-44f8-8991-ec57a7c4e464
Company Name: State of Alaska

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Kelly Hanke
Kelly.Hanke@alaska.gov
State of Alaska
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 7/1/2020 12:33:23 PM
ID: f727900d-8ec5-4358-8ff7-d71427336be2
Company Name: State of Alaska

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Sent: 12/6/2021 5:46:36 PM

Lauren Whiteside
Lauren.Whiteside@alaska.gov
Security Level: Email, Account Authentication (None)

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Sent: 12/6/2021 5:46:37 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events**Status****Timestamp**

Helen Sharratt

hsharratt@akcourts.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

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Sent: 12/6/2021 5:46:37 PM

Viewed: 12/6/2021 7:08:45 PM

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

12/6/2021 4:35:19 PM

Certified Delivered

Security Checked

12/6/2021 5:44:53 PM

Signing Complete

Security Checked

12/6/2021 5:46:35 PM

Completed

Security Checked

12/6/2021 5:46:37 PM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

Consent to Electronically Undertake the TRANSACTION

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

Withdrawing Consent

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

Paper Option for Undertaking the TRANSACTION

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

Copies of TRANSACTION Records

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

Required Hardware and Software

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

How to Contact the State of Alaska

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska
Department of Administration
550 West 7th Avenue
Suite 1970
Anchorage, AK 99501
Reference: DocuSign

doa.commissioner@alaska.gov
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at <http://alaska.gov/>.