BARBARA J. FIALA
Commissioner

STATE OF NEW YORK
DEPARTMENT OF MOTOR VEHICLES

6 EMPIRE STATE PLAZA, ALBANY, NY 12228

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Albany, New York

September 17, 2012

TO: All Enforcement Agencies

SUBJECT: Accident Information System (AIS) New Workflow Software

From September 12 through October 1, 2012, the New York State Department of Motor Vehicles (DMV) will be transitioning the Accident Information System (AIS) to new workflow software, in two stages. The current system will be shut down during the transition. However, law enforcement agencies should continue to submit police accident reports to DMV as usual during this period.

Please note, however, that paper reports sent to DMV after September 10 will not be scanned into AIS until the first week of October, and will not be available until the end of October. TRACS reports sent after September 12 will not be loaded into AIS until the end of September and will not be available until early October.

Key transition dates and activities include:
>   Sep 10: Scanning of new accident reports suspended
>   Sep 12: Importation of TRACS (electronic) reports into AIS suspended
>   Sep 13: Current system is shut down at approximately 3 PM; Searches and sales of reports in AIS suspended
>   Sep 13-23: Conversion to new system software
>   Sep 24: The new AIS will be activated after 9 AM [Reports scanned *before* Sep10 or sent electronically *before* Sep 13 will be available in the new AIS]
>   Last week of Sep: Importation of TRACS (electronic) reports into AIS resumes; Reports available in early October
>   First week of Oct: Scanning of accident reports resumes; Reports received between Sep 10 and Oct 1 will be available at the end of October.

Please share this information with appropriate staff. Thank you.

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