RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS

Federal Paperwork Checklist

Type of Record	6 months	1 year	2 years	3 years	4 years	5 years	6 years	8 years	Indefinitely	Post in dealership at all times	State/local requirements
I. DOT RECORDS											
A. NHTSA											
 Odometer mileage disclosures and related power-of-attorney documents, issued and received by dealers and lessors. 						Х					
2. Insurance cost information booklets.		ı	Vlake	CUI	rent	yea	r co	pies	avai	lable	
"Gray market" vehicle certificates of conformity.								х			
 Names and addresses of tire purchasers, and tire ID numbers (recommended). 				X							
5. Air bag switch installation forms.									X		
B. FHWA											
 MCIR forms, regulations, and safety/ compliance review results. 									х		
2. Reportable accident records.		X									
3. Inspection and maintenance records.		14	mor		•	six n deal				ehicle	•
 Driver/employee traffic violation, physical disqualification, and general qualification records. 				х							
5. Drug testing records.		5	yea	rs if	pos	itive	; 1 y	ear	if neg	jative	
6. Daily driver logs.	Х										
7. Daily vehicle condition reports.					;	3 mc	onth	S			
8. Brake inspector qualifications.		X									
C. RSPA											
Hazmat employee training records.		U	ntil 3	mo	nths	afte	er er	nplo	yee I	eaves	
2. Hazmat manifests.				X							

RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS

Federal Paperwork Checklist (cont.)

Type of Record	6 months	1 year	2 years	3 years	4 years	5 years	6 years	8 years	Indefinitely	Post in dealership at all times	State/local requirements
II. EPA											
A. Hazardous Waste and Used Oil1. Off-site hazardous waste shipment manifests and exception and biannual reports.				x							
Hazardous waste determination list and waste test results or analyses.				x							
3. Used oil "do-it-your selfer" signage.										X	
B. Underground Storage Tanks											
UST notification forms.									X		
New UST design, construction, installation, and notification records.				Lif	e of	tank	anc	l pip	ing		
Three most recent cathodically protected UST inspection results.		x									
4. UST storage system repair documents.		ı	l		Ľ	ı ife o	ı f tar	ık			
UST leak detection performance documents.						х					
 UST release detection sampling, testing, or monitoring results and equipment calibration, maintenance, and repair documents. 		X									
7. Closed UST site investigation results.				X							
8. Financial responsibility evidence records.									X		
C. Vehicles											
1. Current copies of EPA's Gas Mileage Guide.										X	
Repair orders and signed statements for exempt "in warranty" installation of after- market catalytic converters.									X		
"Gray market" vehicle or engine documents.							X				

RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS Federal Paperwork Checklist (cont.)

Type of Record	6 months	1 year	2 years	3 years	4 years	5 years	6 years	8 years	Indefinitely	Post in dealership at all times	State/local requirements
D. Miscellaneous		·	,,	()	•	,		- 50		1 3	3) <u>L</u>
1. "Tier Two" chemical inventory forms.				X							
NPDES permit sampling, monitoring, and/or measurement documentation.				X							
 Underground injection well permit applications and supplemental information. 				X							
E. Air Conditioning Recycling Refrigerant											
 Air conditioning technician certifications, refrigerant sales records, and off-site recycler records. 				X							
III. FTC Records											
A. Equal Credit Opportunity Act/Regulation B											
 Copies of credit applications, supplemental information used in evaluating applicants, and written notifications. 					2	25 m	onth	ıs			
B. Truth-in-Lending Act/Regulation Z											
Copies of disclosure statements.			X								
C. Truth-in-Leasing Act/Regulation M											
Copies of disclosures statements.			X								
D. Used Car Rule											
 Copies of buyers' guides, sales contracts, and warranty or service contract documents. 									X		
E. Pre-sale Availability of Warranties											
Parts warranty information.										X	

RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS

Federal Paperwork Checklist (cont.)

Type of Record	6 months	1 year	2 years	3 years	4 years	5 years	6 years	8 years	Indefinitely	Post in dealership at all times	State/local requirements
IV. FARS RECORDS											
Transaction records for goods sold or services provided to the Federal government.		х									
B. For Federal contracts totaling \$10,000 or more, maintain:											
 Complete employment records of handicapped applicants and employees, annual reports on the number of veterans in the work force, and EEO compliance reports. 		X									
V. SBA RECORDS											
A. All records related to SBA loan applications.									X		

RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS General Records

		_		_							
Type of Record	6 months	1 year	2 years	3 years	4 years	5 years	6 years	7 years	10 years	Post in dealership at all times	State/local requirements
VI. GENERAL RECORDS											
A. Employee Records											
 Salespersons compensation records. 				X							
2. Time tickets.				х							
 Daily parts and accessories counter sales summary. 				х							
4. Daily service sales summary.				X							
5. Peg strip cash receipt.			X								
B. Journals - Accounting											
1. Internal sales.							X				
2. New vehicle sales.							X				
3. Parts and accessories counter sales.							X				
C. Motor Vehicle - Sales/Inventory/Other Records											
Car deal envelope.				Х							
2. Dealer vehicle reassignment forms.					X						
3. Motor vehicle consignment agreements.					X						
4. Motor vehicle purchase contracts.					X						
5. New vehicle inventory.				X							
6. Used vehicle appraisal reports.		X									
7. Used vehicle disclosure statements.					X						
8. Used vehicle inventory.				Х							
9. Used vehicle log book.						X					

RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS General Records (cont.)

Type of Record	6 months	1 year	2 years	3 years	4 years	5 years	6 years	7 years	10 years	Post in dealership at all times	State/local requirements
10. Vehicle invoices (factory and other).					X						
11. Inventory schedules for new and used vehicles.							X				
D. Parts Department Records											
•											
 Parts and accessories sales invoice. 				X							
											
2. Parts back order forms.					Ų	Jntil	tille	d			
3. Receiving report.		Х									
4. Stock requisition.		Х									
E. Service Department Records											
Customer repair orders.											
Office copy.								X			
Hard copy.								Χ			
2. Daily time and job ticket.				X							
2 Internal repair orders											
Internal repair orders.Office copy.								х			
Hard copy.								X			
4. New car get ready.	х										
5. Sublet repair invoices.									X		
F. Other Records - General											
All customer files.									X		
2. Credit application and all related records.					2	25 m	onth	IS			
3. Warranty and service contract copies.							X				