



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
<b>II. EPA</b>											
<b>A. Hazardous Waste and Used Oil</b>											
1. Off-site hazardous waste shipment manifests and exception and biannual reports.				X							
2. Hazardous waste determination list and waste test results or analyses.				X							
3. Used oil "do-it-your selfer" signage.										X	
<b>B. Underground Storage Tanks</b>											
1. UST notification forms.									X		
2. New UST design, construction, installation, and notification records.											
<b>Life of tank and piping</b>											
3. Three most recent cathodically protected UST inspection results.	X										
4. UST storage system repair documents.											
<b>Life of tank</b>											
5. UST leak detection performance documents.						X					
6. 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		
<b>C. Vehicles</b>											
1. Current copies of EPA's Gas Mileage Guide.										X	
2. Repair orders and signed statements for exempt "in warranty" installation of after-market catalytic converters.									X		
3. "Gray market" vehicle or engine documents.							X				



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<b>IV. FARS RECORDS</b>											
A. Transaction records for goods sold or services provided to the Federal government.		<b>X</b>									
B. For Federal contracts totaling \$10,000 or more, maintain:											
1. Complete employment records of handicapped applicants and employees, annual reports on the number of veterans in the work force, and EEO compliance reports.		<b>X</b>									
<b>V. SBA RECORDS</b>											
A. All records related to SBA loan applications.									<b>X</b>		

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*General Records*

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<b>VI. GENERAL RECORDS</b>											
<b>A. Employee Records</b>											
1. Salespersons compensation records.				X							
2. Time tickets.				X							
3. Daily parts and accessories counter sales summary.				X							
4. Daily service sales summary.				X							
5. Peg strip cash receipt.			X								
<b>B. Journals - Accounting</b>											
1. Internal sales.							X				
2. New vehicle sales.							X				
3. Parts and accessories counter sales.							X				
<b>C. Motor Vehicle - Sales/Inventory/Other Records</b>											
1. Car deal envelope.				X							
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.				X							
9. Used vehicle log book.						X					

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*General Records (cont.)*

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10. Vehicle invoices (factory and other).					X						
11. Inventory schedules for new and used vehicles.							X				
D. Parts Department Records											
1. Parts and accessories sales invoice.				X							
2. Parts back order forms.	Until filled										
3. Receiving report.		X									
4. Stock requisition.		X									
E. Service Department Records											
1. Customer repair orders. Office copy.								X			
Hard copy.								X			
2. Daily time and job ticket.				X							
3. Internal repair orders. Office copy.								X			
Hard copy.								X			
4. New car get ready.	X										
5. Sublet repair invoices.									X		
F. Other Records - General											
1. All customer files.									X		
2. Credit application and all related records.	25 months										
3. Warranty and service contract copies.							X				