RECORD RETENTION SUPPLEMENT FOR AUTO DEALERS

Federal Paperwork Checklist

Type of Record I. DOT RECORDS	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
A. NHTSA											
 Odometer mileage disclosures and related power-of-attorney documents, issued and received by dealers and lessors. 						x					
2. Insurance cost information booklets.			Make	cui	rrent	t yea	r co	pies	avai	lable	
"Gray market" vehicle certificates of conformity.								x			
 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. 									x		
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. 				x							
5. Drug testing records.		5	yea	rs if	pos	itive	; 1 y	ear	if neg	jative	
6. Daily driver logs.	x										
7. Daily vehicle condition reports.						3 mc	onth	s			
8. Brake inspector qualifications.		x									
C. RSPA											
1. Hazmat employee training records.		U	ntil 3	s mo	onths	s afte	er er	nplo	yee l	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 Oil											
 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.										х	
B. Underground Storage Tanks											
1. UST notification forms.									x		
 New UST design, construction, installation, and notification records. 				Lif	e of	tank	and	d pip	oing		
 Three most recent cathodically protected UST inspection results. 		x									
4. UST storage system repair documents.					L	ife o	of tar	nk			
5. UST leak detection performance documents.						x					
 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		
3. "Gray market" vehicle or engine documents.							x				

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

Type of Record	6 months	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	9	-	2	3	4	5 2	9	∞	I	ы	02
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	IS			
B. Truth-in-Lending Act/Regulation Z											
1. Copies of disclosure statements.			X								
C. Truth-in-Leasing Act/Regulation M											
1. 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											
1. Parts warranty information.										х	

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						~					
 A. Transaction records for goods sold or services provided to the Federal government. 		x									
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.									х		

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											
1. Salespersons compensation records.				х							
2. Time tickets.				х							
 Daily parts and accessories counter sales summary. 				x							
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											
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					

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).					Χ						
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.					i	Jntil	fille	d			
3. Receiving report.		x									
4. Stock requisition.		x									
		^									
E. Service Department Records											
 Customer repair orders. Office copy. 								х			
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.									Х		
F. Other Records - General											
1. All customer files.									Х		
2. Credit application and all related records.					2	25 m	onth	IS			
3. Warranty and service contract copies.							x				