



ARCHIVES#
16-47

DEPARTMENT REVENUE	DIVISION ENFORCEMENT	SECTION AUTO INDUSTRY DIVISION	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1	Licensing Files - Dealer licenses - Wholesaler licenses - Salesperson licenses - Buyer Agent licenses - Distributor licenses - Manufacturer licenses - Bonds	6 years after dealership stops operation or after final denial, expiration, or transfer of license	#2, 75.020	#2, 75.010
2	Publications - Information packets - Pamphlets - Aids - Miscellaneous	Retain by agency until administrative need ends and then destroy	#1, 1-27	
3	Investigation Case Files	3 years	#2, 100.080, B, 4	
4	Attorney General Opinions (copy)	Retain until no longer needed and then destroy	#1, 1-6	
5	Board Disciplinary and Licensing Action Case Files - Notices - Stipulations - Summary Suspensions	6 years after case is closed and then destroy	#1, 1-19	
6	Final Agency Orders	6 years after case is closed and then destroy	#1, 1-19	
7	Permanent Employee Personnel Records (copy) - Performance reviews - Commendations - Qualifications - Leave reports and summaries	Retain until administrative need ends and then destroy	#1, 11-2	
8	Temporary Employee Personnel Records	Retain by agency for 5 year after separation and then destroy	#1, 11-3	

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.16.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16



ARCHIVES #

DEPARTMENT REVENUE		DIVISION ENFORCEMENT		SECTION AUTO INDUSTRY DIVISION		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD		CITATIONS/SPECIAL INSTRUCTIONS			
9	Electronic Master Forms - Templates - Exam Keys - Other administrative forms	Retain by agency until hard copy is filed and administrative need ends and then delete.		#1, 1-34			
10	Rulemaking Documentation and Files	Permanent		#1, 1-26			
11	Administrative Rulemaking Files	Retain by agency for 3 months or until administrative need ends and then destroy.		#1, 1-4			
12	Motor Vehicle Dealer Board Meeting Minutes	Permanent		#1, 1-21			
13	AID Policies and Procedures Manual	Permanent		#1, 1-24			
14	Employee Time Sheets (copy)	Retain until administrative need ends and then destroy.		#1, 11-48			
15	Fee Schedules with supporting documentation	2 years after revised		#2, 30.090			
16	CORA Information Requests	Retain for 2 years after request is answered		#1, 15-8			
17	Administrative Reports - Weekly / monthly supervisor reports - Spreadsheets - Management reports - Miscellaneous reports - Statistics and data for DOR annual report	Retain by agency until administrative need ends and then destroy.		#1, 1-31			
18	Board Position Statements - Board memorandum - Ruling decisions	Permanent		#2, 45.160			

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