

Retention of Business Records

Record Retention Period

All business records relating to vehicle sales transactions **must** be retained for a period of not less than three years per the *California Code of Regulations* (CCR) §272.00.

Electronic Records

A dealer may make electronic copies of the business records but **all original** business records relating to vehicle transactions must be retained for a period of not less than three years.

Record Retention Location

Dealers with a branch location(s) have the option to retain records (applicable to the branch location) at the branch location **or** at the principal place of business. Pursuant to CCR §272.00, **only** the Department of Motor Vehicles (DMV) may provide approval to maintain records at a business location other than a branch location or principal place of business.

At this time, DMV requires that business records be maintained at the dealer's branch location **or** at the principal place of business.

Background

DMV is currently reviewing possible options for electronic record retention and storage. Alternatives for record retention and storage require statutory or regulatory amendment for authorization.

Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via e-mail alert in DECEMBER 2007 to the following:

- Dealers
- Registration Services

Contact

Questions regarding this memo may be directed to a dealer's local Occupational Licensing Inspector or the Occupational Licensing Firms Unit at (916) 229-3126.



MARY GARCIA, Chief
Occupational Licensing Branch