|  |  |  |  |
| --- | --- | --- | --- |
| **Motor Vehicle Dealer Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry | Three Years | Yes | 15 NYCRR 78.25(b) |
| Certificate of Sale (Form MV-50 and Form MV-50W dealer copy) | Five Years | Yes | 15 NYCRR 78.25(c) |
| Customer’s Declaration (retail sale of junk vehicle) | Three Years | Yes | 15 NYCRR 78.45(b) |
| Dealer Plate Issuance Program Plate/Permit Issuance Log | Five Years | No | 15 NYCRR 78.23(g) |
| Invoice or Bill of Sale | Five Years | No | 15 NYCRR 78.13(a) |
| Odometer Disclosure Statement (Form MV-103) | Five Years | No | 15 NYCRR 78.11(a)(14)(vi) |
| Proofs of Ownership\* | Until Vehicle Ownership Transferred | Yes | 15 NYCRR 78.25(b) |
| Secure Power of Attorney (Form MV-93) | Five Years | No | 15 NYCRR 78.11(a)(14)(vi) |

\*VSCA highly recommends that dealers maintain photo copies of all proofs of ownership for five years after vehicle sale/transfer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Motor Vehicle Repair Shop Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Appraisals | Two years | No | 15 NYCRR 82.9(a) |
| Estimates | Two years | No | 15 NYCRR 82.9(a) |
| Inflatable Restraint System Log Book | Two years | Yes | 15 NYCRR 82.9(b) |
| Invoices | Two years | No | 15 NYCRR 82.9(a) |
| Parts Purchase Orders | Two years | No | 15 NYCRR 82.9(a) |
| Work Orders | Two years | No | 15 NYCRR 82.9(a) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Motor Vehicle Inspection Station Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Daily Inspection Report | Two Years | Yes | 15 NYCRR 79.12(f) |
| Emissions Inspection Waiver | Two Years | Yes | 15 NYCRR 79.25(b) and 79.26(h)(2) |
| Inspection Certificate Purchase Invoices | Two Years | No | 15 NYCRR 79.12(f) |
| Inspection Rejection Notice | Two Years (if attached to a waiver certification form) | Yes (if attached to a waiver certification form) | 15 NYCRR 79.12(d) |
| Motor Vehicle Inspection Record (Form VS-1074S, Form VS-1074SD and Form VS-1074M) | Two Years | No | 15 NYCRR 79.12(a)(1) |
| Vehicle Inspection Receipt | Two Years (if attached to a waiver certification form) | Yes (if attached to a waiver certification form) | 15 NYCRR 79.12(d) |
| **Vehicle Dismantler and Vehicle Rebuilder Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Form MV-907A  (file copy) | Five Years After Vehicle Ownership Transferred | Yes (retain transfer & file copy for five years after destruction) | 15 NYCRR 81.14(h) and 81.14(b)(1)(i) |
| Form MV-907A (transfer copy) | Until Vehicle Ownership Transferred | Yes | 15 NYCRR 81.14(b)(1)(i) |
| Form MV-907M | Five Years | No | 15 NYCRR 81.14(h) and 81.8(a)(8) |
| Invoice/Bill of Sale for Major Component Part (acquired and transferred) | Five Years | Yes | 15 NYCRR 81.14(h), 81.14(b)(1)(iv) and 81.14(b)(2)(i) |
| Major Component Part Book of Registry | Five Years | Yes | 15 NYCRR 81.14(h) and 81.14(b)(2)(i) |
| Vehicle Book of Registry | Five Years | Yes | 15 NYCRR 81.14(h) and 81.14(b)(1)(i) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Itinerant Vehicle Collector Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry | Five Years | Yes | 15 NYCRR 81.14(h) and 81.14(b)(1)(iii) |
| Form MV-907A  (file copy) | Three Years After Vehicle Ownership Transferred | Yes | 15 NYCRR 81.14(b)(1)(iii) |
| Form MV-907A (transfer copy) | Until Vehicle Ownership Transferred | Yes | 15 NYCRR 81.14(b)(1)(iii) |
| Receipt from DIS or SCP | Five Years | Yes | 15 NYCRR 81.14(h) and 81.14(b)(1)(iii) |
| **Mobile Car Crusher Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry | Five Years | Yes | 15 NYCRR 81.14(h),(c) |
| **Salvage Pool Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry | Five Years | Yes | 15 NYCRR 81.14(h),(d) |
| **Scrap Collector Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Record of Names and Addresses | Five Years | No | 15 NYCRR 81.14(h),(f) |
| **Scrap Processor Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Form MV-907M | Five Years | No | 15 NYCRR 81.14(h) |
| Record of Names and Addresses (w/Fac. #) | Five Years | No | 15 NYCRR 81.14(h),(g) |
| **ATV Dealer Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry (may be separate if motor vehicle dealer, also) | Five Years | Yes | 15 NYCRR 103.3(g)(3) and 103.3(g)(1) |
| Form MV-53 (Copy 2) | Five Years | Yes | 15 NYCRR 103.3(g)(3) |
| Form RV-6 | Five Years | Yes | 15 NYCRR 103.3(g)(3) |
| Invoice or Bill of Sale | Five Years | No | 15 NYCRR 103.3(g)(3) and 103.3(g)(1) |
| Proofs of Ownership | Until Vehicle Ownership Transferred | Yes | 15 NYCRR 103.3(d), (e) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Boat Dealer Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry (must be separate if yacht broker, also) | Five Years | Yes | 15 NYCRR 104.6(i)(3) and 104.6(i)(1) |
| Form MV-53 (Copy 2) | Five Years | Yes | 15 NYCRR 104.6(i)(3) |
| Invoice or Bill of Sale | Five Years | No | 15 NYCRR 104.6(i)(3) and 104.6(i)(1) |
| Proofs of Ownership | Until Vessel Ownership Transferred | Yes | 15 NYCRR 104.6(d), (e) |
| **Yacht Broker Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry (must be separate if boat dealer, also) | Five Years | Yes | 15 NYCRR 104.7(b) |
| Written Authorization of Client to be Agent | Five Years | Yes | 15 NYCRR 104.7(b) |
| **Snowmobile Dealer Records Requirements** | | | |
| **Document**  **Name** | **Retention**  **Period** | **Retention of Paper**  **Document Required?** | **Regulatory**  **Reference** |
| Book of Registry | Five Years | Yes | 15 NYCRR 107 |
| Form MV-53 (Copy 2) | Five Years | Yes | 15 NYCRR 107 |
| Form RV-6 | Five Years | Yes | 15 NYCRR 107 |
| Invoice or Bill of Sale | Five Years | No | 15 NYCRR 107 |
| Proofs of Ownership | Until Vehicle Ownership Transferred | Yes | 15 NYCRR 107 |