
Motor Vehicle Dealer Board Guidelines For Maintaining Records And Storing Records Off-Site

All Motor Vehicle Dealers are required to keep the originals or a copy of all original records at the site (dealership) of origination for twelve (12) months. After twelve (12) months, they may be stored at another location. (See below for criteria on where and how they may be stored.)

- Upon request, the Executive Director may exempt a dealer from the requirement to keep the originals or a copy of the originals at the originating dealership when the location for the off-site storage is no further than five miles from the originating dealer.

Requirements for records stored off-site include the following:

- The dealer must provide, in writing, the address where the records will be stored.
- Records must be stored in Virginia and may not be stored in a residence.
- Records must be available without notice to the MVDB, Monday through Friday, 9:00 am to 5:00 pm.
- Upon request, records must be shipped to the originating dealership within five (5) business days.
- Records must be retrievable by dealer number. (e.g.: All deal jackets from dealer 1224 for a given time period.)

Dealers must notify the Dealer Board in writing if they wish to store their records off-site as described in these guidelines. If the Board has any questions or believes the dealer should not be authorized to store records off-site, the Board staff will contact the dealer.

Any dealer found not in compliance with these guidelines may be subject to sanctions to include civil penalties, suspension or revocation or be required to keep all records on-site for the required five years.

Meeting Date: September 10, 2007

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