

Occupational Licensing Industry News

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Vehicle Dealer Records Storage Changes

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Implementation Date: October 1, 2020

New Information

Beginning October 1, 2020, new regulations reduce the required time for vehicle dealers to store hard copy records onsite to 90 days. The 3-year requirement to maintain paper records remains unchanged.

Regulatory changes will require business records to be stored for 90 days onsite (in the business office location). After 90 days, they may be stored off-site for the remainder of the 3-year period. Additionally, records requested by the Department of Motor Vehicles (DMV) must be provided within 3 business days.

Background

California regulations specify location requirements for specific business records and their length of storage. Currently, DMV requires business records be stored at the business office location for the first 18 months and then stored off-site for the remainder of the 3-year period.

Reference

California Code of Regulations, Title 13, Division 1, Chapter 1, Article 4.2 §272.02

Distribution

Notification that this memo is available at dmv.ca.gov under Publications was made via the California DMV Automated Email Alert System in October 2020.

Contact

Direct questions regarding this memo to Occupational Licensing at (916) 229-3126.