

<b>STATE OF NEW HAMPSHIRE</b>  <b>DEPARTMENT OF SAFETY</b>  <b>DIVISION OF MOTOR VEHICLES</b>	DATE OF ISSUE 07-12-2013	EFFECTIVE DATE 07-12-2013	NUMBER DMV-02-104
	SUBJECT <b>RECORD RETENTION PROCEDURES FOR AGENTS OF THE STATE</b>		REFERENCE
	REVISED 07-09-2013		DISTRIBUTION

## STANDARD OPERATING PROCEDURE

### I. PURPOSE

To establish standard procedures for the retention of Department of Safety, Division of Motor Vehicles (DMV) records by all Agents of the State.

### II. DEFINITIONS

Agents of the State include, but are not limited to, town clerks, city clerks, tax collectors, boat agents, and dealer agents.

Records include any records created by the Agents of the State while completing motor vehicle Registrations Title transactions and boat registrations.

### III. SCOPE

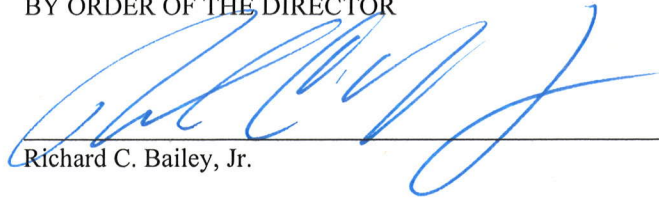
This procedure applies to all DMV Agents of the State that process motor vehicle registration and titling transactions, Bureau of Registration personnel and the Audit Section personnel.

### IV. PROCEDURE

#### A. **RECORD RETENTION**

Record Type	Required Retention Period
Registration RDMV 344	Town/City copy MV until audited by the DMV Audit Section plus two years
Registration preprints – not used	Until audited by the DMV Audit Section plus one year
Registration copies – voided	Until audited by the DMV Audit Section plus one year
Bank deposit slips	Until audited by the DMV Audit Section plus one year
Agent daily log – town and State copies	Until audited by the DMV Audit Section plus one year
Title applications TDMV23,TDMV23-a TDMV23-b	Until audited by the DMV Audit Section plus one year
Damaged decal documentation	Until audited by the DMV Audit Section plus one year
General records – not included above	Until audited by the DMV Audit Section plus one year

BY ORDER OF THE DIRECTOR

  
\_\_\_\_\_  
Richard C. Bailey, Jr.

7/10/12  
Date

APPROVED:

  
\_\_\_\_\_  
John J. Barthelmes, Commissioner of Safety

7/12/13  
Date

Department of Safety  
DIVISION OF MOTOR VEHICLES

I, \_\_\_\_\_, certify that:

1. I have received a copy and have read the Division of Motor Vehicles RECORD RETENTION PROCEDURES FOR AGENTS OF THE STATE Standard Operating Procedures # DMV-02-104.
2. I understand that any knowing violation of procedures of the Division of Motor Vehicles RECORD RETENTION PROCEDURES FOR AGENTS OF THE STATE Standard Operating Procedures # DMV-02-104 may result in appropriate actions consistent with the Personnel Rules.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

A COPY OF THIS FORM SHALL BE PROVIDED TO THE EMPLOYEE AND A COPY SHALL BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE.

Department of Safety  
DIVISION OF MOTOR VEHICLES

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1. I have received a copy and have read the Division of Motor Vehicles RECORD RETENTION PROCEDURES FOR AGENTS OF THE STATE Standard Operating Procedures # DMV-02-104.
2. I understand that any knowing violation of procedures of the Division of Motor Vehicles RECORD RETENTION PROCEDURES FOR AGENTS OF THE STATE Standard Operating Procedures # DMV-02-104 may result in appropriate actions consistent with the Agent of the State Manual and/or Contract.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bureau Supervisor Signature

\_\_\_\_\_  
Date

A COPY OF THIS FORM SHALL BE PROVIDED TO THE AGENT OF THE STATE AND A COPY SHALL BE PLACED IN THE AGENT'S FILE.