Electronic Vehicle Registration (EVR) Phase 2 – Document Retention and Shredding Requirements

Overview

The following describes the document retention and shredding requirements developed by the Registry of Motor Vehicles (RMV) for EVR Permit Holders and End Users, as part of EVR Phase 2. For complete scanning, retention, and shredding details, review the **Electronic Vehicle Registration (EVR) Service Provider Business Specifications**.

Requirements

- EVR Permit Holders/End Users must retain original documents, e.g., all documents that have been scanned by the dealer (the same documents that used to be sent to the RMV), for 90 calendar days.
- Once it is indicated by the Service Provider's software that the oldest 30 calendar day group of documents is eligible for destruction, shred all of those documents within 30 days.
- Copies of all original documents that have been scanned must be retained in either hard copy or electric format for five (5) years. Permit Holders may retain these documents in any desired manner (e.g., in the Deal folders, in a Deal folder that gets stored electronically, or combination of both).
- Regardless of the method chosen to retain the copies of these original documents for five (5) years, these documents must be available to the RMV upon request.
- When documents are shredded, this event needs to be memorialized by noting the date the documents were shredded and the to/from date of the documents shredded. This can be accomplished by retaining the receipt from the shredding company and noting on it the to/from dates of the documents shredded. This receipt must be retained for audit purposes.

Questions

For additional questions, contact your EVR Program Coordinator.

References

ATLAS RMV Business Partner Communications Website
Electronic Vehicle Registration (EVR) Program
Electronic Vehicle Registration (EVR) Program Documents
Electronic Vehicle Registration (EVR) Service Provider Business Specifications
Electronic Vehicle Registration (EVR) Phase 2 Frequently Asked Questions (FAQs)