

## Automotive Dealership - Record Retention Requirements

Accounting Records	
Accounts and Notes Receivable Trial Balances	4 years
Accounts Payable and Other Subsidiary Ledgers	8 years
All Ledgers and All Journals	8 years
Audit Reports	Permanently
Bank Drafts and Paid Notices	10 years
Bank Statements and Reconciliations	10 years
Cancelled General and Payroll Checks	5 years
Depreciation Schedules	Permanently
Expense Reports	6 years
Financial Statements	Permanently
Furniture, Fixtures and Equipment Acquisition Records	6 years
Government Contracts	Permanently
Internal Sales	6 years
Inventory Records	8 years
Journal Vouchers	Permanently
Payroll Time Cards	Permanently
Petty Cash Vouchers	3 years
Promissory Notes (expired)	10 years
Purchase Orders	6 years
Vendor Invoices	8 years

Environmental Protection	
Air Conditioning Technician Certifications, Refrigerant Sales Records and Off-Site recycler records	Permanently
Hazardous Water and Used Oil	Permanently
Hazardous Waste Determination List and Water Test Results or Analysis	Permanently
Reports Regarding Disposal of Toxic Materials	Permanently
Underground injection Well Permit Applications and Supplemental Information	Permanently
Underground Storage Tank Registration	Permanently
Underground Storage Tanks (UST) Notifications Forms	Permanently

Building and Lease Records	
Blueprints and Plans	Permanently
Construction Contracts	Permanently
Deeds	Permanently
Easement Records	Permanently
Leases (after expiration)	8 years
Mortgages and Notes (after maturity)	8 years
Property Appraisals	Permanently
Purchase Agreements	Permanently
Titles	Permanently

Dealership Operation Records	
Checks Given in Payment of Taxes, for Property and on Major Contracts	Permanently
Contracts	Permanently
Internal Repair Orders	6 years
Major Components Parts Records	5 years
Names and address of tire purchasers, and tire ID numbers (recommended)	3 years
New and Used Parts Invoices	5 years
Repair Orders	6 years
Service and Repair Records	6 years
Sublet Repair Invoices	6 years
Warranty Repair Orders	6 years
Written Repair Estimates	6 years

Corporation Records	
Business Licensing Filings	6 years
Cancelled Stock Certificates and Transfer Lists	Permanently
Close Corporation Agreements	Permanently
Legal and Tax Correspondence	Permanently
Minute Books	Permanently
Partnership Agreements	Permanently
Patents, Copyright and Trademark Registrations	Permanently
Proxies	10 years
Stock and Bond Records	Permanently
Dealer Franchise Agreements	Permanently

Tax Records	
Corporate and Personal Income Tax Records	Permanently
Employment Tax Records (W-2 and W-4)	4 years
Form 3115	Permanently
Form 8300 - \$10,000 Cash Reporting Form	7 years
LIFO	Permanently
Single Business Tax Returns	Permanently
State CAT, Sales, Use and Withholding Tax Returns	Permanently
Tax Records, including Tax Returns and Workpapers	7 years
U.S. and State Unemployment Tax Returns	7 years
U.S. Retail Excise Tax	3 years
U.S. Revenue Agents Reports and Related Papers	Permanently
U.S. Tax Returns	Permanently
All Withholding Tax Returns	7 years

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Motor Vehicle Sales / Other Records	
🔒 Adverse Action Notice	5 years
🔒 Credit Applications / Reports	5 years
🔒 Deal Jackets	7 years
SBA Loan Applications	Permanently
Odometer Mileage Statements	7 years
Service Contracts/Extended Warranty	7 years
Titles (copies)	7 years

Shipping and Receiving Records	
Bills of Lading	10 years
Export Declarations	6 years
Freight Bills	6 years
Manifests	6 years
Shipping & Receiving Reports	6 years
Waybills	6 years

Insurance Records	
Accident Reports	10 years
Expired Policies	Permanently
Fire Inspection Records	6 years
Group Medical Payments	8 years
Insurance Policies	Permanently
Liability Insurance Claims	10 years
OSHA Reports (various up to)	30 years
Safety Reports	10 years

Personnel / Payroll Records	
Disability and Sick Benefits Records	6 years
Employee Withholding Records and Time Cards (from last date of employment)	6 years
Employment Applications	6 years
Employment Contracts	Permanently
Group Disability Reports	10 years
Payroll Register	6 years
Retirement and Pension Records	Permanently
Salesperson's Commission Reports (from last date of employment*)	6 years
Terminated Employee Files - general (from last date of employment*)	6 years
Termination of Employment and Benefits Notices (from last date of employment*)	6 years
Unemployment Compensation Files - general (from date of award)	6 years
Workers' Compensation Files - general (from date of injury**)	6 years

\* Effective January 1, 2007, Ohio law requires that an employer shall maintain a record of the name, address, occupation, pay rate, hours worked for each day worked, and each amount paid an employee for a period of not less than three years following the last date the employee was employed by that employer.

\*\* See Accident Reports, Correspondence (legal & important matters) and Safety & Fire Inspections.

🔒 Based on the Gramm Leach Bliley Safeguarding Rule, these files may need to be secured if they contain non-public personal information regarding the financing of a customer's vehicle or repair.