



## Document Retention for Deputy Registrars and Driver License Agents

Effective 9/17/2021

Use this guide to review what your document retention needs are. Deputy Registrars and Driver License Agents need to retain certain physical paper documents. This guide includes a table detailing the types of documents, what must be included, and how long to retain the documents.

<u>Document</u>	<u>Years</u>	<u>Note</u>
<b>Departmental correspondence including but not limited to error reports</b>	5	
<b>Departmental annual performance review report</b>	5	
<b>Deputy NSF Files (Pending)</b>	3 years or until after audit	
<b>Deputy NSF Files (Closed)</b>	3 years or until after audit	
<b>Notification of Lessee Designation</b>	See Note*	*Note: Destroy paper or return to customer after satisfactory imaging. If received with title application, retain for title application record series retention length
<b>Defective License Plates, Stickers and Title Stock</b>	See Note*	*Note: Destroy after audit
<b>Credit Card Slips</b>	3	