

Motor Vehicle Commission
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Licensing	2477	Administrative Correspondence (Miscellaneous Correspondence)	Documents relating to miscellaneous correspondence. Included are letters and memos. It is cut off at the end of the Serial year.	Hold in the current files area three (3) years; transfer to State Archives.
Licensing	2352	Commission Meeting Letters	Documents relating to letters of notice for scheduled Board Meetings. Included is time, date, place of board meeting, copy of previous Board meeting minutes, and agenda.	Hold in the current files area five (5) years; then destroy.
Licensing	2478	Commissioners Files	Documents relating to commissioners files (maintain agency files on commissioners). Included are statements of economic interest, oath of office, letter of resignation, copy of letter of Governor appointment.	Hold in the current files area until the Commissioners term has expired; then destroy.
Licensing	1002	Hearing Files	Documents relating to complaints registered against dealers and/or salesmen. Included are letters from customers, dealers, and attorney's memos to staff.	Hold in the current files area and purge every five (5) years. Material not purged after five (5) years keep in files as long as necessary; then destroy.
Licensing	1004	Sales and Service Agreement	Documents relating to sales and service agreements. It is cut off at the end of the Serial year.	Hold in the current files area until updated; then destroy.
Regulatory	2481	Investigative Log Book	Documents relating to investigations of complaints. Included are date, name, reference to complaint, action taken, and results of action.	Hold in the current files area twenty (20) years; then destroy.

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Regulatory	2482	Media Files	Documents relating to television and radio advertising in question with the regulations of the Motor Vehicle Commission. Included are dates, report sheet, video tapes and cassette tapes.	Hold in the current files area three (3) years; then destroy.
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