

## SECTION 21. MOTOR VEHICLE LICENSING RECORDS

Records relating to motor vehicle licensing handled by the County Clerk and Recorder pursuant to CRS Title 42.

<b>General Instructions</b>		
<ul style="list-style-type: none"> <li>▪ <b>The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).</b></li> <li>▪ <b>Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.</b></li> <li>▪ <b>No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.</b></li> </ul>		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.</b>	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
<b>2. CERTIFICATES OF TITLE ON MOTOR VEHICLES.</b>		
<b>A. Applications for Title on Motor Vehicles.</b>	Motor Vehicle Division	5 years + current
<b>B. Applications for Duplicate Certificate of Title.</b> Duplicate Title Request and Receipt forms completed and submitted to the County when the original title has been lost or destroyed and a duplicate title is needed.	Motor Vehicle Division	1 year + current
<b>C. Applications for Title for a Motor Vehicle (Trailer Affidavits).</b>	Motor Vehicle Division	1 year + current
<b>3. CHATTEL MORTGAGE RECORDS – MOTOR VEHICLES.</b>	Motor Vehicle Division  See also: Security Agreements below	
<b>A. Chattel Mortgages – Motor Vehicles.</b> Chattel mortgages relating to motor vehicles, including those securing US Department of Agriculture loans.	Motor Vehicle Division	8 years + current, or 3 years + current after settlement, end of loan period or last extension, whichever is later
<b>B. Indexes – Motor Vehicle Chattel Mortgages.</b>	Motor Vehicle Division	6 years + current, provided renewals are re-recorded under current date
<b>4. CORRESPONDENCE AND GENERAL DOCUMENTATION.</b> Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>5. HANDICAP PLACARD APPLICATIONS.</b> Applications and supporting documentation for parking privileges for the disabled.	Motor Vehicle Division	1 year + current
<b>6. FINANCIAL RECORDS.</b>	See: Section 13 Financial Records	
<b>7. LOCK BOX RECORDS.</b> Records of trial run and production run of records processed by the bank and Colorado.gov.	Motor Vehicle Division	3 months
<b>8. LOST AND STOLEN PLATE AFFIDAVITS.</b> Affidavits completed by license holders to request a new plate or tab when the issued plate or tab is lost or stolen.	Motor Vehicle Division	1 year + current
<b>9. MILITARY EXEMPTION APPLICATIONS.</b> Applications and supporting documentation relating to military exemption from specific ownership tax.	Motor Vehicle Division	1 year + current
<b>10. MOTOR VEHICLE LICENSING PROCESSING RECORDS.</b>		
<b>A. Batching Records.</b> County's copy of paper and electronic information sent periodically to the State Motor Vehicle Division.	Motor Vehicle Division	1 year + current
<b>B. Data Files.</b> Motor vehicle licensing records i.e. paper and electronic records are batched and sent periodically to the State Motor Vehicle Division, and the State returns a microfilm record to the County.	Motor Vehicle Division	<b>Electronic:</b> 18 months <b>Microfilm from State Motor Vehicle Division:</b> 10 years
<b>C. End-of-Day (EOD) and End-of-Month (EOM) CDs.</b> Retained for disaster backup purposes.	Motor Vehicle Division	1 year + current, or until microfilm is received from the State Motor Vehicle Division, whichever is later
<b>11. PAYROLL AND PERSONNEL RECORDS.</b>	See: Section 23 Payroll Records and Section 24 Personnel Records	
<b>12. PLATE INVENTORY RECORDS.</b> Records of disposal of old tabs and license plates.	Motor Vehicle Division	1 year + current after completion of disposal
<b>13. REFUND RECORDS.</b> Records relating to the processing and issuance of refunds.	Motor Vehicle Division	1 year + current
<b>14. SECURITY AGREEMENTS.</b> Filed by lien holders as security for motor vehicle liens.		
<b>A. Manufactured and Mobile Homes.</b>	Motor Vehicle Division	30 years, or the duration of financing, whichever is later
<b>B. Motor Vehicles.</b>	Motor Vehicle Division	8 years

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<b>15. SPECIAL MOBILE MACHINERY (SMM) REGISTRATION APPLICATIONS AND SUPPORTING DOCUMENTATION.</b> Registration of driven equipment, such as truck cranes, wheel loaders, motor scrapers, truck scrapers, truck-mounted tree spades, backhoe, sweepers, etc. or pulled equipment such as asphalt and/or tar kettles, portable scissors lifts, portable concrete mixers, portable air compressors, portable conveyers, etc.	Motor Vehicle Division	1 year + current
<b>16. SPECIALIZED PLATE APPLICATION RECORDS.</b> Applications and supporting documentation for personalized plates, personalized plate conversions, farm plates, Purple Heart plates, National Guard plates, former Prisoner of War plates and special alumni plates.	Motor Vehicle Division	1 year + current