DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1051

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RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION	VEHICLE REGISTRATION TITLE RECORDS SECTION
AGENCY	DIVISION

SUPERSEDES SCHEDULE 699

Item No.	Description	Retention
1.	<u>Title Records</u> All documents connected with the issuance or transfer of Certificates of Title are maintained in this records series. Each title is assigned an ascending number and filed in folders with associated documents. Some of the following documents may be found in each folder: A. Temporary Registration & Receipt (Form VR-200) Certificate of Title (Form VR-2) Duplicate Certificate of Title (Form VR-2) B. Manufacturer's Statement of Origin Out-of-State Certificate of Title C. Bills of Sale and Notarized Car Invoices D. Application for Certificate of Title (Form VR-5) E. Gift Certification (Form VR-103) Certificate of Legal Heir (Form VR-9) Restricted Power of Attorney (Form VR-195) Maryland Dealer's Bill of Sale and/or Reassignment (Form VR-182) Federal Odometer Mileage State (MADS S580-6) Death Certificate/Letters of Administration F. Request to Waive Inspection Prior to Rebuilding a Motor Vehicle G. Certificate of Inspection (Form MSP 23-63)	Microfilm and destroy original records. Retain microfilm for fifty (50) years

Schedule Approved by Department, Agency, or Division Representative			Schedule Authorized by Hall of Records Commission	
2/24/86	Rita McMahon	Director	3/26/86	Edwards Papenfuse
Date	Signature	Title	Date	State Archivist
	Rita McMahon	Director		

Item	Description	Retention
	H. Registration Certificates I. Application for New Plates or Transfer of Plates (Form VR-8) J. Application for Duplicate Certificate of Ownership (Form VR-18) Application for Double Duplicate Certificate of Ownership (Form VR-6) K. Request for Security Interest Filing (Form VR-217) L. Security Interest Filing - Release of Lien Termination Statement - Releasing Lien (Form VR-218) M. Lien Satification Certification (VR-101) Certification Non/Receipt of Original/Duplicate Title (Form VR-91) N. Certified Mail Envelopes O. Temporary Inspection Waiver (Form VR-219) P. Mail Return of Application (Form VR-214) Q. Motorcycle Equipment Certification (Form VR-94) R. Odometer (Mileage) Certification (Form VR-197) S. Certification & Request for Farm Tags (Form VR-97) T. Truck Owner's Weight Certification (Form VR-142) U. Out-of-State Dealer Re-assignments V. Auctioneer Papers	
2.	Abandoned Vehicle Correspondence File Correspondence to and from law enforcement agencies and other organizations requesting title and lien holder information on abandoned vehicles in order that disposal may be completed under the abandoned vehicle laws.	Retain for one (1) year, then destroy
3.	Daily Stolen Vehicle File Folders established for daily correspondence and teletype messages received concerning the theft or recovery of vehicles. Some or all of the following documents are found in each folder: A. Correspondence with Federal, State and local plice departments, out-of-state Motor Vehicle Administrations, etc.	Retain for one (1) year, then destroy

Item No.	Description	Retention
	B. Teletype Messages C. Form Letter of Inquiry (VR-73) D. Copies Stolen Index Cards	
4.	Stolen Vehicle Index Cards 3" x 5" cards arranged by vehicle identification number containing summarized information on stolen motor vehicles. Data is included on the following: A. Make of vehicle B. Case number C. Vehicle identification number D. Reported by E. Date stolen	Retain Five (5) years, then destroy
5.	Suspension File - Stolen Vehicle Titles Folders are established and arranged by title number whenever a change in title has been requested for an automobile that is listed as stolen by the Motor Vehicle Administration. The Stolen Vehicle Index Cards for such vehicles are attached to Form VR-158 to indicate some action is imminent. Documents filed here until the discrepancies are cleared include: A. Registration Cards B. Certificates of Inspection C. Certificates of Title D. Teletype Messages E. Correspondence F. Form Letter VR-73 requesting status of stolen cars from other law enforcement agencies and Motor Vehicle Administrations. (Only stolen listings).	Retain permanently or until status of vehicle is established and then destroy