

Supplement for Agenda Item 7: Review and possibly act upon the Records Retention and Disposition Schedule for:

Department of Motor Vehicles		Schedule 761801
RDA#	Title	Committee Action
2003-149	Vehicle Title Files	Modify this RDA

Records Officer: Sean McDonald

Recommended modifications:

■ Title: Vehicle Title File

RDA#: 2003149

Description:

Last Reviewed on: 5/11/2011

These records document the titling of vehicles in the State of Nevada (See particularly NRS Chapters 481 and 482). The files may contain, but are not limited to: Vehicle description, Vehicle Identification Number (VIN); Name & address of registered owner/operator, name & address of legal owner; Previous title, manufacturer's statement of origin, bill of sale, odometer reading, dealer's report of sale, etc.; Secure Power of Attorney with related documentation; Copy of title; Related correspondence.

Authorized Retention:

Retain all original paper documents of certificates of title and power of attorney for one (1) calendar year (**See NRS 482.173**). Retain other formats ~~permanently including microfilm for twenty (20) calendar years from the confirmed destruction of the vehicle.~~

Authorized Disposition:

~~Review this RDA no later than 2016.~~

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information (NAC 239.722). All other documents may be disposed of in a normal manner.

Justification:

During the 2001 Legislative Session, Assemblywoman Barbara Buckley introduced AB 350, which in its original form would have required DMV to retain the original certificates of title and power of attorney for five years. The issue was about the ability of experts to determine original signatures from microfilm which signature expert's claim is about 85% accurate as opposed to paper signatures. The State Records Manager (Robert van Straten at the time) discussed this with the Assemblywoman, and she agreed to a one year period of time. This was codified in NRS 482.173. The language that is underlined in blue above makes this requirement clear.

NRS 482.173 Schedule for retention and disposition of certain records of Department.

1. Notwithstanding the provisions of any schedule for the retention and disposition of official state records to the contrary, the Director shall ensure that the Department retains the originals of:

(a) Certificates of title that are submitted to the Department for the registration of a vehicle which has been sold or transferred; and

(b) Forms for a power of attorney that are submitted to the Department pursuant to subsection 2 of [NRS 482.415](#), for at least 1 year after the date on which such documents are received by the Department.

2. Notwithstanding the provisions of [NRS 239.080](#), the Director may order the destruction of certificates of title and forms for a power of attorney which are retained pursuant to subsection 1 after the expiration of the 1-year period set forth in that subsection.

3. The Department shall keep a record showing when certificates of title and forms for a power of attorney are destroyed.

(Added to NRS by 1965, 168; A [2001, 1888](#); [2003, 457](#))