

## CSC REPORT AND DOCUMENT RETENTION TABLE

Revised 07/10/2023

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CSC FINAL REPORTS for DOCUMENT PREPARATION and ACCOUNTABILITY				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
Transaction Activity-Driver	N/A	3 Years	OnBase/mySelect	N/A
Transaction Activity-Vehicle	N/A	3 Years	OnBase/mySelect	N/A
Transaction Activity-Miscellaneous	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Transaction Activity-Return Check/Invoice	N/A	3 Years	mySelect	N/A
Transaction Activity-By Teller	N/A	3 Years	OnBase/mySelect	N/A
Transaction Activity-Deferred	N/A	3 Years	mySelect	N/A
Transaction Activity-Debit/Credit Activity Report	N/A	3 Years	mySelect	N/A
Transaction Activity - EZ-Pass Activity Report	N/A	3 Years	MySelect	N/A
Exception Activity-Inventory and Title Documents <sup>(1)</sup>	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Exception Activity-Fee Exception and Over/Short <sup>(1)</sup>	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Exception Activity-Address Exception Codes <sup>(1)</sup>	N/A	3 Years	OnBase/mySelect	N/A
Exception Activity-ID DOC and Residency DOC Codes MD and RP	N/A	3 Years	OnBase/mySelect	N/A
Exception Activity-Overrides/ Special Authorization <sup>(1)</sup>	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Exception Activity-Void Transactions <sup>(1)</sup>	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Exception Activity – Stop Transactions Change/Delete	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Plate Activity	N/A	3 Years	mySelect	N/A
Document Activity <sup>(1)</sup>	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
Vital Record Activity Report	Electronic Manager/Designee	3 Years	OnBase/mySelect	N/A
EVVE Reports	N/A	3 Years	mySelect	N/A
Decal Tally Sheet	N/A	3 Years	mySelect	N/A
<b>(1)</b> DMV Selects ONLY (not CSCs) must print a paper copy of the report, review for accuracy, and sign. Reports are to be retained in office for the required retention period.				

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CSC FINAL REPORTS for DOCUMENT PREPARATION and ACCOUNTABILITY				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
<<<<<REVISION <a href="#">CSMA 40</a> Discrepancy Summary Driver/Vehicle (2)	Management Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-903</a>
Over/Short Report	N/A	Performance Cycle	Electronic/"G" Drive	<a href="#">CSCOM-205.3</a>
<a href="#">CSMA 45</a> Overage/Shortage Notification	Management and CSR Signature/Date	Performance Cycle	Paper/CSC Manager's Employee File	<a href="#">CSCOM-212</a>
(2) Only used by DMV Connect performing daily audit. <b>END REVISION&gt;&gt;&gt;&gt;&gt;</b>				
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				

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CSC INTERNAL/EXTERNAL SECURITY DOCUMENTATION/REPORTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
Active Tellers Report	Management Signature/Date	1 Year	Paper/CSC Manager's file	<a href="#">CSCOM-202.1</a>
Building Access Documentation- Lock Changes	Management Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
CSC Physical Security Access Report—CSC Employees (Increase number of employees with physical access to CSC- keypad security code changes)	District Manager/ Designee Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
CSC Physical Security Access Report—Other Essential Personnel (Request Non-CSC staff physical access to CSC as required—keypad security code changes)	District Manager/ Designee Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
Event Log—If available from Security Company	Management Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
Alarm Testing—Documentation	Management Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
CSC Visitor Sign In Register ( <a href="#">CSMA-75</a> )	N/A	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				

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INVENTORY REPORTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
Quality Review Request Inventory Activity—Summary	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>

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INVENTORY REPORTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
Quality Review Request Inventory Activity Status--Decal	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				
Quality Review Request Inventory Activity Status—Plate/Permit/VIN	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>
Quality Review Request Inventory Activity Status—Document	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>
Quality Review Request Received/Transfer Summary	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>
VISTA/IFTA	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>
Quality Review Discrepancy Report ( <a href="#">CSMA 40</a> ) and attached QRT View Liability screen printout and other required transaction documents	Quality Reviewer & Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-904</a>
Decal Miscellaneous Cart Summary Report (correct and incorrect copies)	Management Signature/Date	3 Months	Paper/CSC Miscellaneous Cart	<a href="#">CSCOM-601</a>
EZ-Pass Daily CSR Inventory Tag Sheet	N/A	3 Years	Paper/CSC File Cabinet	N/A
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				

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INVENTORY RECEIVED/TRANSFERRED DOCUMENTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
VDH Vital Record Inventory Print Screen (Mobile Units Only)	Authorized Personnel	3 Months	Paper/CSC File Cabinet	<a href="#">CSCOM-304</a>
VDH Certificate Paper Transfer Log" ( <a href="#">DL-84</a> ) (Mobile Units Only)	Mobile Unit Management/ Authorized Personnel	3 Years	Paper/CSC File Cabinet	<a href="#">CSCOM-304</a>

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INVENTORY RECEIVED/TRANSFERRED DOCUMENTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
<b>Inventory received (from Consignment or a CSC)</b> <a href="#">VSA-32D</a> Decal Order Form (attach memo if applicable) <a href="#">VSA-32LP</a> License Plate Order Form ASA-50 Title Documents (attach discrepancy email if applicable)	Management/ Designee Signature/Date	3 Years	Paper/CSC File Cabinet	<a href="#">CSCOM-301</a> <a href="#">CSCOM-306</a>
<b>Transferring Inventory</b> <a href="#">ASA-42</a> Plate/Decal Transfer form District Office Transfer Approval email (attach to form) <b>NOTE:</b> Hold all eforms – Plate/Decal Transfer Electronic Screen Prints for the required Retention Period.	Management/ Designee Signature/Date	3 Years	Paper/CSC File Cabinet	<a href="#">CSCOM-301</a> <a href="#">CSCOM-306</a>
<b>MAINTAIN DOCUMENTS</b> screen print (for title transfers) District Office Transfer Approval Email (attached to screen print)	Management/ Designee Signature/Date	3 Years	Paper/CSC File Cabinet	<a href="#">CSCOM-301</a> <a href="#">CSCOM-306</a> <a href="#">CSCOM-903</a>
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				

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PERSONNEL DOCUMENTS/REPORTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
<a href="#">FMS-243</a> Transfer of Petty Cash Change Fund	Departing CSC Manager/New CSC Manager/District Manager	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-205</a>
CSC Manger Transfer Checklist-Photocopy	Departing CSC Manager/New CSC Manager/District Manager	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-205</a>
Documentation of Safe Combination Change	New Management Signature/Date	3 Years	Paper/CSC Manager's File	<a href="#">CSCOM-204</a>
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				

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MISCELLANEOUS REPORTS/DOCUMENTS				
Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
Deposit Ticket/List Revenue	Preparer/Witness	1 Month	Paper/CSC File Cabinet	<a href="#">CSCOM-707</a> <a href="#">CSCOM-104</a>
DWR Boat/Registration Photocopies	N/A	6 Months	Paper/CSC File Cabinet	<a href="#">DWR-1.00</a>

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Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
DWR Temporary Certificate of Boat Number carbon copy	N/A	6 Months	Paper/CSC File Cabinet	<a href="#">DWR-1.00</a>
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				
<a href="#">CSMA-38</a> Monthly CSC Office Change Fund / Deposit Log	Verifier (Witness signature required if not balanced.)	3 Years	Paper/Binder	<a href="#">CSCOM-703</a>
District Manager Authorization of CSC CSR Petty Cash Bag Allocation Amount	District Manager Signature/Date	UNTIL ALLOCATION IS CHANGED	Paper/CSC File Cabinet	<a href="#">CSCOM-703</a>
<a href="#">CSMA-664</a> CSMA Motor Vehicle Skills Test Log	N/A	1 Year	Paper/Binder	<a href="#">CSCOM-903</a>
<a href="#">DL-70</a> Hazardous Materials Background Records Check Application and transaction receipt (Photocopies ONLY)	N/A	1 Year	Paper/CSC File Cabinet	<a href="#">CSCOM-903</a>
<a href="#">DSD 4</a> Dealer Application for 5-Day Transport Plates	N/A	1 Year	Paper/CSC File Cabinet	<a href="#">Document Distribution List</a>
IFTA Daily Reports MARFN-71 CSC Reconciliation Report MARCR-20 Credential Order by Status Inventory Report MARCR-22 Credential Inventory Report	N/A	3 Years	Paper/CSC File Cabinet	<a href="#">CSCOM-601.1</a>
IFTA/VISTA Quarterly Inventory Reports MARCR-21 Credential Issuance Report and Documentation for any IFTA decal inventory modification	Management Signature/Date	3 Years	Paper/CSC File Cabinet	<a href="#">CSCOM-601.1</a> <a href="#">CSCOM-305</a>
<a href="#">FS-54</a> Receipt Verification Form	CSR/Verifier	6 Months	Paper/CSC Security closet or <b>LOCKED</b> CSC File Cabinet	<a href="#">CSCOM-703</a> <a href="#">CSCOM-706</a>
<a href="#">FMS-106</a> Bank Change Request	CSC Manager District Manager DMV Controller	UNTIL DEPOSIT LOCATION IS CHANGED	Paper/CSC Manager's File	<a href="#">CSCOM-707</a>
Manager's Discretion documentation (unless imaged/microfilmed)	Management Signature/Date	1 Year	Paper/CSC Manager's File	<a href="#">CSCOM-201</a>
Dunbar Signature Log Books	N/A	60 Days	Paper/CSC Security Closet	N/A
Postage meter books (Unless meter prints own usage report)	N/A	60 Days	Paper/CSC Audit Work Area	N/A

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Document	Signature Required	Required Retention Period	Storage Method & Location	Related CSCOM
DL 10A Book <b>KEEP IN BOOK</b>	N/A	3 Years (Discard all paper copies on 11/25/2019)	Paper/CSC Security Closet	N/A
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				
<a href="#">DL-20</a> Express Shipping Request	N/A	30 Days	Paper/CSC File Cabinet	N/A
CSC Employee Attendance Summary	Management Signature/Date	2 Years (Discard all paper copies on 11/1/2016)	Paper/CSC Security Closet or <b>LOCKED</b> CSC File Cabinet	N/A
Universal Enrollment Services (UES) Sign in Sheets/Transaction Receipts (select CSC locations only)	N/A	90 days	Paper/UES Office safe	<a href="#">CSCOM-005</a>
Universal Enrollment Services (UES) Sign in Sheets (select CSC locations only)	N/A	3 Years	Scanned into OnBase	<a href="#">CSCOM-005</a>
Toll Violation Notices	N/A	3 Months	Paper/CSC File Cabinet	N/A
EZ-Pass Journals	N/A	3 Months	Paper/CSC File Cabinet	N/A
<b>NOTE:</b> Unless otherwise noted in the relevant procedure, once the retention period has expired the paper documents listed are to be shredded.				

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- [Document Distribution List](#)