



**Electronic Record Storage Acknowledgment**  
**Idaho Transportation Department – Dealer Operations**  
**PO Box 34 Boise ID 83707-0034**

ITD 3200 (Rev. 4/24)  
 dmv.idaho.gov

Telephone (208) 584-4343

**Email: [dealers@itd.idaho.gov](mailto:dealers@itd.idaho.gov)**  
 (only PDF format is accepted)

Records retained by the dealership may be stored electronically. Electronic records must be approved by the department and may be inspected to ensure compliance. The dealership must notify the department by completing and submitting this form at least 30 days in advance of when the records will be kept electronically. Records or files stored electronically must be made available at the dealership's principal location to the department within 3 business days upon request, or immediately for cause, or complaint. The files and records shall contain, but are not limited to:

- Sales invoices for current and two (2) preceding years;
- Copies of purchase orders for vehicles purchased for current and two (2) preceding years;
- Copies of title application forms accessible in numerical order;
- Copies of the front and back of all ownership documents for each vehicle sold and in inventory;
- Records of vehicles bearing new or used dealers' number plates and their use by a manufacturer, vehicle dealer, or full-time licensed salespersons, searchable by date, time, or plate number;
- Records for loaner plates searchable by date, time, or plate number;
- Records of Wholesale Dealer Forms showing all transactions, as applicable searchable by date or name of consignee;
- Odometer disclosure records for non-exempt vehicles; and
- Records of consignment agreements, as specified in Section 49-1636, Idaho Code.

**Be advised of the following additional requirements that apply to electronic records:**

- All electronic records must be created in a secure manner to prevent such records from being altered. Electronic copies of records must be legible, complete, and an accurate reproduction of the original business record.
- All electronic copies of records shall be supplemented with a back-up copy of the electronic records, either retained on-site or at an off-site location, which permits the business record to be retrieved within three (3) business days.
- Any device, server, network device, or any internal or external storage medium which stores the electronic records must have security access controls and physical security measures to protect the records from unauthorized access, viewing, or alteration.
- Any dealer storing electronic records that contain personal information shall ensure that disposal of any records shall be completed in a secure manner, by shredding, erasing, or otherwise modifying the personal information to make it unreadable or undecipherable through any means.
- If the department becomes aware of a discrepancy with the dealership's electronic records and there are no physical copies to address the discrepancy, the department may rescind the dealership's electronic records storage permissions and, upon further investigation, the department may take additional action against the dealership.

**-Please sign and date below-**

I acknowledge and consent to the conditions outlined above and I understand that if the conditions listed are not met, the dealership will be considered to be willfully and knowingly in violation of principle place of business requirements and per IDAPA Rule 39.02.03.300 shall be subject to license suspension for a period not to exceed six (6) months or until the above conditions are complied with. I also understand that the electronic storage of records will be permitted only once an authorized agent of the dealership signs this notice in acknowledgment of these conditions and returns this notice to the department. The dealership will be notified when the electronic storage of records is permitted.

Owner/Authorized Dealership Agent:

Printed Name	Dealership License Number
Signature	Date