



# Off-Site Record Storage Acknowledgment

## Idaho Transportation Department – Dealer Operations

ITD 3201 (Rev. 10/23)  
dmv.idaho.gov

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**Email: [dealers@itd.idaho.gov](mailto:dealers@itd.idaho.gov)**

**(only PDF format is accepted)**

Physical records or files retained by the dealership may be stored at an off-site location. Off-site storage locations must be approved by the department and may be inspected to ensure compliance. Off-site record storage will be held to the same standard as records maintained at a dealership, a locking file cabinet contained within an enclosed and lockable structure.

The dealership must notify the department by completing and submitting this form at least 30 days in advance, of the address of the off-site location, prior to moving such records. Records or files stored off-site 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;
- Purchase orders for vehicles purchased for current and two (2) preceding years;
- 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.

**-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 storage of records off-site will be permitted only once this acknowledgment is completed and returned to the department. The dealership will be notified when the storage of records off-site is permitted.

Off-site storage location (all fields required):

Description (personal residence, storage unit, etc.)		
Address	City	Zip

Owner/Authorized Dealership Agent (all fields required):

Printed Name	Dealership License Number
Signature	Date