

Motor Vehicle Procedure Manual

Title and Lien

ELECTRONIC FILING SYSTEM (EFS) RECORDS RETENTION

Table of Contents

Legal Authority 1
 Description and Use 1
 General Information..... 1
 Revision: 2

Legal Authority

- [Section 319.23](#), Florida Statutes, Application for, and issuance of title.
- [Section 319.35](#), Florida Statutes, Title Certificates.
- [Section 320.27](#), Florida Statutes, Motor Vehicle Dealers.
- [Section 320.03\(10\)](#), Florida Statutes, Registration; duties of tax collectors; International Registration Plan.

Description and Use

This procedure provides information and instructions on records retention and destruction requirements for EFS agents.

General Information

- A. Florida law requires licensed Motor Vehicle Dealers to keep a record of the purchase, sale or exchange, or receipt for sale, for 5 years.
- B. Licensed Motor Vehicle Dealers may choose to maintain electronic records as required by Chapter 319 for any purchaser who will title and register the motor vehicle in this state.
- C. EFS Agents are required to scan the following documents (as applicable) into ORION EFS and submit them to the Tax Collector or License Plate Agent:
 1. HSMV [Form 82040](#) (Application for Title)
 2. Manufacturer’s Statement of Origin (MSO)/Manufacturer’s Certificate of Origin (MCO)

3. Customer identification, other than a Florida driver license or Florida identification card
 4. Florida Certificate of Title (HSMV Form 82250) or out-of-state title
 5. HSMV [Form 82994](#) (Application for Motor Vehicle Dealer Title Reassignment Supplement)
 6. HSMV [Form 82995](#) (Application for Motor Vehicle Power of Attorney/Odometer Disclosure)
- D. After submission of the scanned documents and approval by the Tax Collector or License Plate Agent, EFS Agents must destroy or otherwise render these documents invalid. This must be done within five (5) business days of approval of the transaction by the Tax Collector or License Plate Agent. If destroyed, the documents should be shredded and disposed of properly, to protect confidential information. If the EFS Agent retains the paper documents, the EFS Agent must stamp or otherwise mark the face of the document to render the document VOID or INVALID.
- E. Compliance with this procedure will be verified by the department's Compliance Examiners during dealer visits.

Revision:

10/3/22 Added the procedure to the new format.

2/1/17 New Procedure

Statutory review, added links. Added Historical Revisions.