



**Dealer Request to Maintain Electronic Records**  
**(Form must be completed on an annual basis at the time of dealer license renewal.)**

\_\_\_\_\_  
Name of dealership and dealer license number      Dealership established place of business address

\_\_\_\_\_  
Primary contact - name and title      Primary contact - phone number      Primary contact - email address

\_\_\_\_\_  
Secondary contact - name and title      Secondary contact - phone number      Secondary contact - email address

The above-referenced dealership is requesting permission to maintain electronic records pursuant to Minnesota Rule 7400.5900, subpart 2, and agrees to the following terms:

1. A title clerk or designated dealership representative will be available during normal business hours (Monday-Friday 8 a.m. to 5 p.m.) to personally assist any DVS inspector or law enforcement officer in accessing and reviewing all electronic records as part of a routine dealer inspection under Minnesota Rule 7400.4300, subpart
2. The title clerk or designated dealership representative will be knowledgeable and efficient in accessing all electronic records;
3. Accuracy, security, and permanency of the information contained in the electronic records will be adequately protected; and
4. The records are not otherwise required by law to be maintained as original documents in a physical format, with reference to Minnesota Statutes section 325L.12.

The above-referenced dealership must notify the DVS dealer unit if either contact named above leaves the dealership and then provide an updated version of this form within 14 business days. Failure to submit an updated form will void this agreement and the above-referenced dealership will be required to obtain physical copies of records pursuant to Minnesota Rule 7400.5000.

Authorized dealership representative

\_\_\_\_\_  
Name      Title

\_\_\_\_\_  
Email address      Phone number

I have authority on behalf of the above-referenced dealership to request the electronic storage of business records and understand that this authorization is only valid for the current dealer license renewal cycle.

X \_\_\_\_\_  
Signature      Date

For DVS use only:

Date approved \_\_\_\_\_ License expires \_\_\_\_\_