

Item #7 on Checklist

**AFFIRMATION TO MAINTAIN RECORDS
ARTICLE X: RECORDS & AUDITS**

I. 1000 RETENTION AND AVAILABILITY OF RECORDS

A. A registrant shall retain the records on which the registrant's application for apportioned registration is based for a period of three (3) years following the close of the registration year to which the application pertains, and on request, shall make such records available for audit.

II. 1005 ADEQUACY OF RECORDS

A. The records maintained by a registrant under Section 1000 shall be adequate to enable the base jurisdiction to verify the distances reported in the registrant's application for apportioned registration and to evaluate the accuracy of the registrant's distance accounting system for its fleet.

III. 1010 CONTENTS OF RECORDS

Records containing the following elements shall be accepted by the base jurisdiction as adequate under Section 1005(a):

A. For records produced by a means other than a vehicle-tracking system:

1. The beginning and ending dates of the trip.
2. The trip origin and destination (city & state).
3. The route(s) of travel.
4. The beginning and ending odometer, hub odometer, engine control module (ECM) reading, or any similar device for the trip.
5. The total distance of the trip.
6. The distance traveled in each jurisdiction; and
7. The unit number or vehicle identification number.

B. For records produced by a vehicle-tracking system that utilizes latitude and longitude, a Record must be created and maintained at a minimum of every 15 minutes when the vehicle's engine is on and contain the following data elements: **(Effective January 1, 2024)**

1. Vehicle identification number or Vehicle unit number
2. The date and time of each system reading
3. The latitude and longitude to include a minimum of 4 decimal places (0.0001) of each system reading
4. The odometer reading from the engine control module (ECM) of each system reading. If no ECM odometer is available, a beginning and ending dashboard odometer or hubometer for the trip will be acceptable

This data must be accessible in an electronic spreadsheet format such as XLS, XLSX, CSV, or delimited text file. Formats from a vehicle-tracking system that provide a static image, such as PDF, JPEG, PNG, or Word, are not considered accessible as used in Section 1005(b).

C. Summaries:

1. Monthly summaries by vehicle, quarterly summaries by fleet, and yearly summaries by fleet are to be maintained.

IV. INADEQUATE RECORDS; ASSESSMENT

If the records produced by the registrant do not meet the criterion in Section 1005(a), or if, within 30 calendar days of written request the registrant produces no records, an assessment may be imposed on the registrant.

DECLARATION:

By signing this form, you agree to maintain records in accordance with the International Registration Plan (IRP).

Registrant Name: _____

Account No. _____ Date: _____

Representative's Signature: _____