

**761—500.25(326) Electronic information.** To the greatest extent possible, the office of motor carrier services shall maintain in electronic form all records required under this chapter. The retention period for electronic records must follow the guidelines of the IRP.

**500.25(1) IRP vehicle transaction.** The office of motor carrier services shall destroy paper copies of IRP vehicle transaction requests 90 days after the IRP invoice is generated.

**500.25(2) Heavy highway vehicle schedule.** The office of motor carrier services shall destroy paper copies of the heavy highway vehicle schedule once the electronic record is updated.

**500.25(3) MCS 150.** The office of motor carrier services shall forward the updated Federal Highway Administration's motor carrier identification information (MCS 150) to the Federal Motor Carrier Safety Administration office after the update is marked on the electronic record. The office of motor carrier services shall not retain paper copies of this form.

This rule is intended to implement Iowa Code section 326.33.