

State of Delaware
Carrier Responsibilities regarding Recordkeeping Requirements in accordance with the
International Registration Plan (IRP)

Motor Carrier Account Number _____

Every carrier shall maintain and preserve detailed mileage records (by vehicle, summarized monthly and/or quarterly) upon which the IRP apportioned application is based. The carrier shall preserve such records for a period of three years after the close of the registration year. {Article X §1000 of the Plan} For example, if a carrier's 2013 registration year is September 1, 2012 through August 31, 2013 (which would require mileage records to be maintained for the period July 1, 2010 through June 30, 2011); these records must be preserved and maintained through August 31, 2016. Such records shall be made available upon request by any member jurisdiction. In the event the carrier fails to maintain and preserve such records, assessments and penalties shall be imposed in accordance with Article X §1015 of the Plan. In addition, continued failure to comply will result in suspension or revocation of your operating credentials.

Adequacy of Records

Effective July 1, 2013, Article X §1005 of the Plan requires the Registrant to retain adequate records as follows:

- (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 systems for its Fleet.
- (b) Provided a Registrant's Records meet the criterion in subsection (a), the Records may be produced through any means, and retained in any format or medium available to the Registrant and accessible by the Base Jurisdiction.

Contents of Records-Other than vehicle-tracking system

Effective July 1, 2013, Records containing the following elements shall be accepted by the Base Jurisdiction as adequate under Section 1005(a). {IRP Article X §1010(b)}:

For Records produced by a means other than a vehicle-tracking system:

- The beginning and ending dates of the trip to which the Records pertain
- Trip origin and destination of the trip
- The route of travel
- The beginning and ending reading from the odometer, hubometer, engine control module (ECM), or any similar device for the trip
- The total distance of the trip
- The distance traveled in each Jurisdiction
- The Vehicle identification number or Vehicle unit number

In addition to maintaining trip reports, the carrier is required to maintain:

- A summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
- A summary of the Fleet's operations for each calendar quarter, which include both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
- A summary of the quarterly summaries

Note: Please refer to the Article X §1010(b) of the Plan for record keeping requirements if an on-board recording device (GPS) is being used. A separate record keeping requirements form is required.

All carriers are liable for the proper maintenance of the above records so as to avoid the possibility of additional registration fee assessments and/or the cancellation of operating credentials {Article X §1015 of the Plan}.

I have read and understand my responsibilities regarding requirements in accordance with IRP.

Motor Carrier Account Name

Date

Print Name and Title of Representative

Signature