



## How long are my reports available in Cognos?

REPORT NAME:	AVAILABLE FOR:
Countywide Special Plates Invoice Report	90 days (beginning July 27, 2015)
Employee Transaction Report	2 years
Fee Collection and Distribution Report	90 days
Fee Type Funds Report	90 days
Funds Remittance Report	90 days
Inventory Transactions Report	2 years on a monthly basis
Monthly Funds Report	90 days
NMVTIS Inquiry Error Report	4 months after title is cleared
Sales Tax Funds Report	90 days
Voided Transactions Report	2 years
Week/Month-to-Date Fees Report	90 days
Workstation Transaction Count Report	2 years
\$5 Buyer Tag Fees Report	90 days
CRBF Report	3 years

**Note:** This reference provides information about the length of time report information is available in Cognos after it has been run. The report retention schedule depends on the standard set by your county.