

# Retention Schedule for Various DOT Records



| Employee File          | Types of Records                                                    | Secure File | Keep        | Purge to Another File                                  |
|------------------------|---------------------------------------------------------------------|-------------|-------------|--------------------------------------------------------|
| Drug & alcohol         | Supervisor's training                                               | Yes         | Indefinite  | Two years after ceasing function                       |
| Drug & alcohol         | Driver's education                                                  | Yes         | Indefinite  | Two years after ceasing function                       |
| Drug & alcohol         | Alcohol test 0.02% or greater                                       | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Verified positive drug results                                      | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Refusals to take alcohol / drug tests                               | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Drivers' evaluation & referrals                                     | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Semi-annual report / letter from lab (see Title 49 CFR Chap 40.111) | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Administrative drug & alcohol records                               | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Annual summaries (382.403)                                          | Yes         | Five years  | After five years                                       |
| Drug & alcohol         | Reasonable suspicion testing documents                              | Yes         | Two years   | After two years                                        |
| Drug & alcohol         | Negative & cancelled drug tests                                     | Yes         | One year    | After one year                                         |
| Drug & alcohol         | Alcohol tests less the 0.02%                                        | Yes         | One year    | After one year                                         |
| Drug & alcohol         | Long form DOT physical                                              | Yes         | Three years | After three years                                      |
| Driver's qualification | Application for employment                                          | No          | Indefinite  | Three years after driver terminates employment / lease |
| Driver's qualification | Previous employer inquiries (see 49 CFG Chap 40.25)                 | No          | Indefinite  | Three years after driver terminates employment / lease |
| Driver's qualification | Original MVR report                                                 | No          | Indefinite  | Three years after driver terminates employment / lease |
| Driver's qualification | Certificate of road test / copy of CDL                              | No          | Indefinite  | Three years after driver terminates employment / lease |
| Driver's qualification | Subsequent annual MVR                                               | No          | Three years | After three years                                      |
| Driver's qualification | Annual review of driver's record                                    | No          | Three years | After three years                                      |
| Driver's qualification | Annual review of driver's record of violations                      | No          | Three years | After three years                                      |
| Driver's qualification | Medical examiner's certificate ONLY                                 | No          | Three years | After three years                                      |
| Hours-of-service       | Record of duty status (drivers' logs)                               | No          | Six months  | After six months                                       |
| Hours-of-service       | Driver's time record (100 mile radius drivers)                      | No          | Six months  | After six months                                       |
| Vehicle maintenance    | Nature & due date of routine maintenance                            | No          | Indefinite  |                                                        |
| Vehicle maintenance    | Vehicle ID-monthly-quarterly-annual reports                         | No          | One year    | Six months after termination                           |
| Vehicle maintenance    | Daily post-trip vehicle inspection reports                          | No          | 90 days     | After 90 days                                          |

## Remarks:

*Drug & alcohol reporting – Carrier to have Semi Annual or letter from lab showing less that 5 tests were performed for the required 6 months period (Title 49 Chap 40.111)*

*Letter to previous employer after employees consent to this applies to new hires and transfers to safety sensitive positions (see Title 49 CFR Chap 40.25)*