

FMCSR RECORD RETENTION

Driver Qualifications CFR 391

Regulation	Document	Retention Period
391.51 (c)	Complete driver qualification file	3 years after date of termination
391.51 (d)	Driver Applications	3 years after date of termination
391.51 (d) 4	Medical Certificate and long form	3 years from date of execution
391.51 (d) 2	Annual Review	3 years from date of execution
391.51 (d) 3	Certification of violations	3 years from date of execution
391.51 (d) 5	Physical waiver	3 years from date of execution
391.51 (d) 1	Annual motor vehicle record (MVR)	3 years from date of execution
391.23 (a) 1	Initial MVR at time of hire	3 years after date of termination

Drug and Alcohol testing Records CFR 382

382.401 (b)(1)(i)	Records of Alcohol tests with .02 or greater result	5 years
382.401 (b)(1)(ii)	Records of driver verified positive controlled substance test results	5 years
382.401 (b)(1)(iii)	Documentation of refusals to take required alcohol and/or drug test	5 years
382.401 (b)(1)(iv)	Driver evaluations and referrals	5 years
382.401 (b)(1)(v)	Calibration documentation to testing devices	5 years
382.401 (b)(1)(vi)	Administrative records of the Alcohol controlled substance testing programs	5 years
382.401 (b)(1)(vii)	A copy of each annual calendar year summary required by 382.403(only those carriers selected)	5 years
382.401 (2)	Records relating to the alcohol and controlled substances collection process	2 years
382.401 (3)	Record of negative and cancelled controlled substance results and alcohol tests with a concentration of less than .02	1 year
382.401 (4)	Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for *2 years after ceasing to perform these functions	Indefinite*

FMCSR RECORD RETENTION

Hours of Service Documentation CFR 395

395.8 (k)	Record of duty status and all supporting documents, and time records	6 months
-----------	--	----------

Accident Records CFR 390

390.15	Accident Register and Files	3 years after the date of the accident
--------	-----------------------------	--

Inspection and Maintenance CFR 396

396.3 (c)	Maintenance files as required by 396.3 (b)	1 year plus 6 months after vehicle leaves carriers control.
396.9 (d)(3)(ii)	Copy of roadside inspections	12 months
396.11 (c)(2)	Driver vehicle inspection report	3 months
396.19 (b)	Annual inspector certification	During employment and 1 year thereafter