



## DOT RECORD RETENTION REQUIREMENTS

The following record retention requirements are set forth in 49 CFR and include the current copy or document plus for the period of time identified below:

<u>REF</u>	<u>REQUIREMENTS</u>	<u>TIME</u>
107.504(e)	RSPA CT REGISTRATION #	2 yrs.
107.620(a)	RSPA HM REGISTRATION #	3 yrs.
172.205(e)	WASTE MANIFEST	3 yrs.
	HM SHIPPING PAPERS - NON-MANIFEST	1 yr.
172.602(c)	EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS SHIPMENTS	NONE
172.704(d)	HM-126F TRAINING RECORDS	3 yrs.
180.405(j)	WITHDRAWAL OF CARGO TANK CERTIFICATION	1 yr.
180.417(a)	CARGO TANK CERTIFICATE OF COMPLIANCE	1 yr.
390.15(b)	ACCIDENT REGISTER	1 yr.
382.401(b)	ANNUAL DRUG SUMMARY	5 yrs.
382.401(b)	INDIVIDUAL DRIVER POSITIVE DRUG TEST RESULTS AND INFORMATION	5 yrs.
382.401(b)	DRIVER ALCOHOL TEST RESULTS 0.02 OR HIGHER	5 yrs.
	DRIVER POSITIVE DRUG TEST RESULTS	5 yrs.
	DRIVER REFUSALS TO TAKE DRUG OR ALCOHOL TEST AS REQUIRED	5 yrs.
	CALIBRATION DOCUMENTATION	5 yrs.
	DRIVER EVALUATION AND REFERRALS	5 yrs.
	RECORDS RELATING TO THE ALCOHOL AND CONTROLLED SUBSTANCE COLLECTION PROCESS AND TRAINING	2 yrs.
	RECORDS OF NEGATIVE CONTROLLED SUBSTANCE TESTS AND ALCOHOL TESTS UNDER 0.02	1 yr.

**THE DQF CONSISTS OF THE FOLLOWING ITEMS:**

EMPLOYMENT APPLICATION  
ROAD TEST CERTIFICATE  
PREVIOUS EMPLOYMENT CHECK  
ORIGINAL DRIVING LICENSE CHECK  
MEDICAL EXAMINER'S CERTIFICATE  
ANNUAL REVIEW  
ANNUAL STATE ABSTRACT  
LIST OF MOTOR VEHICLE VIOLATIONS

<b><u>REF</u></b>	<b><u>REQUIREMENTS</u></b>	<b><u>TIME</u></b>
391.51	DRIVER QUALIFICATION FILES (DQF) (FROM THE LAST DAY THE DRIVER IS USED OR EMPLOYED AS A DRIVER)	3 yrs.
395.8(k)	DRIVER RECORD OF DUTY STATUS REPORT AND SUPPORTING DOCUMENTS	6 months
396.3(c)	VEHICLE MAINTENANCE RECORDS	6 months
396.9(d)	VEHICLE ROADSIDE INSPECTIONS	1 yr.
396.11(c)	DRIVER VEHICLE INSPECTION REPORTS	3 months
396.21(b)	PERIODIC INSPECTION OF VEHICLES	14 months
180.417(a)	CARGO TANK CERTIFICATE OF COMPLIANCE OR MANUFACTURER'S DATA REPORT. (WHILE THE CARGO TANK IS A SPECIFICATION TANK AND FOR AT LEAST 1 YEAR THEREAFTER).	
180.417(b)	CARGO TANK TEST AND INSPECTION REPORTS (UNTIL THE NEXT TEST OR INSPECTION IS SUCCESSFULLY COMPLETED).	
180.409(b)	CARGO TANK TESTER'S QUALIFICATION (NO TIME LIMIT IDENTIFIED IN 49 CFR. HOWEVER, 5 YRS. FROM LAST DAY USED OR EMPLOYED AS TESTER IS RECOMMENDED).	