

Employee File	Types of Records	Secure File	Keep	Purge to Another File
Drug & Alcohol	Supervisors Training	Yes	Indefinite	Two years after ceasing function
Drug & Alcohol	Drivers Education	Yes	Indefinite	Two years after ceasing function
Drug & Alcohol	Alcohol Tests 0.02% or Greater	Yes	Five Years	After five years
Drug & Alcohol	Verified positive Drug Tests	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 Chapter 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 Than 0.02%	Yes	One Year	After one year
Drug & Alcohol	Long Form DOT Physical	Yes	Three Years	After three years
Drivers Qualification	Application for Employment	No	Indefinite	Three years after driver terminates employment/lease
Drivers Qualification	Previous Employer Inquiries (see Title 49 CFR Chapter 40.25)	No	Indefinite	Three years after driver terminates employment/lease
Drivers Qualification	Original MVR Report	No	Indefinite	Three years after driver terminates employment/lease
Drivers Qualification	Certificate of Road Test/Copy of CDL	No	Indefinite	Three years after driver terminates employment/lease
Drivers Qualification	Subsequent Annual MVR	No	Three Years	After three years
Drivers Qualification	Annual Review of Drivers Record	No	Three Years	After three years
Drivers Qualification	Annual Review of Drivers Record of Violations	No	Three Years	After three years
Drivers Qualification	Medical Examiners 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	Drivers 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 Inspection Reports	No	90 Days	After 90 Days