



## RECORD RETENTION



Federal  
Motor Carrier  
Safety  
Administration

**Q: How long do I have to keep records and documents that are required by the FMCSA Regulations?**

A: It depends on which documents you are talking about. The record retention requirements vary greatly. I have summarized the retention requirements for some of the most common documents by subject area below. I have also indicated the Code of Federal Regulation (CFR) of the regulation where the record retention requirements are located

### ***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***

<b>Regulation</b>	<b>Document</b>	<b>Retention Period</b>
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
383.401(3)	Record of negative and canceled 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*

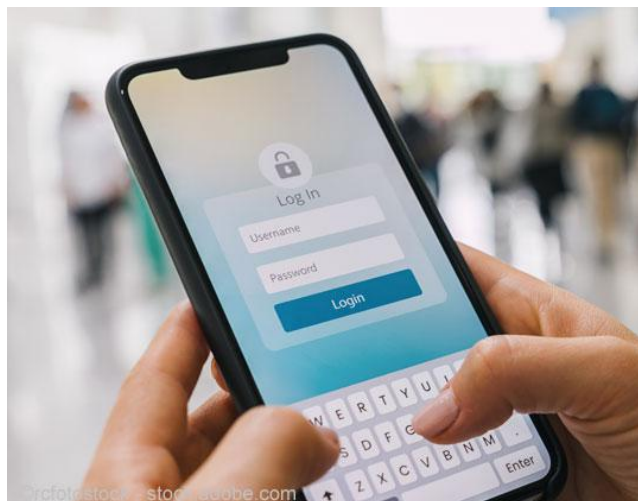
## ***Hours of Service Documentation***

<b>Regulation</b>	<b>Document</b>	<b>Retention Period</b>
395.8 (k)	Record of duty status and all supporting documents, and time records	6 months
Accident Records		
390.15 (b)	Accident Register and Files	3 years after the date of each accident

## ***Inspection and Maintenance***

<b>Regulation</b>	<b>Document</b>	<b>Retention Period</b>
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
396.25 (e)	Brake inspector certification	During employment and 1 year thereafter.

### ***Do you have your US FMCSA Personal Identification Number (PIN)?***



To view your CSA SMS information in its entirety you will need your US DOT number and US DOT PIN numbers to access the information as it becomes available to the industry. With the DOT number and DOT PIN number, you will be able to “log on” and see your driver's names associated with the various inspections, violations, and crashes as well as the scoring for “Hazardous Material” and “Crash” basics. The public will not have access to your driver’s names or the “Hazardous Material” or “Crash” indicator basic scoring.

The US DOT PIN number was originally provided to the motor carrier when authority is granted. For many carriers, this was years and employees ago and the PIN number has been lost.

The following are three ways that a motor carrier can obtain their pin number.

<https://safer.fmcsa.dot.gov/AutoPin/index.xhtml>

(<https://safer.fmcsa.dot.gov/AutoPin/index.xhtml>) (Click on this link to receive a PIN by email)

[https://li-public.fmcsa.dot.gov/LIVIEW/PKG\\_PIN\\_START.PRC\\_INTRO](https://li-public.fmcsa.dot.gov/LIVIEW/PKG_PIN_START.PRC_INTRO) ([https://li-public.fmcsa.dot.gov/LIVIEW/PKG\\_PIN\\_START.PRC\\_INTRO](https://li-public.fmcsa.dot.gov/LIVIEW/PKG_PIN_START.PRC_INTRO)) (Click on this link to receive a PIN by US Mail)

Or call 1-800-832-5660 #3 then 0 and Request your PIN number in person.

If you are requesting your US DOT PIN number be sent by US mail allow 1 to 2 weeks to receive your PIN.

The benefit of logging on to the FMCSA websites with your PIN is that when reviewing data, especially inside the CSA program, your drivers' names will be populated with the inspections or accidents they were involved in.



## ***International Roadcheck Set for May 17th-19th with Emphasis on Wheel Ends***

The Commercial Vehicle Safety Alliance has announced this year's International Roadcheck dates as May 17-19 with a focus on wheel ends.

Roadcheck is a 72-hour high-visibility, high-volume commercial motor vehicle inspection, and enforcement initiative. Commercial motor vehicle inspectors in Canada, Mexico and the U.S. will conduct North American Standard Inspections of commercial motor vehicles and drivers at weighing and inspection stations, on roving patrols, and at temporary inspection sites.

Each year, CVSA focuses on a specific aspect of a roadside inspection. This year, the focus will be on wheel ends. Wheel end components support the heavy loads carried by commercial motor vehicles, maintain stability and control, and are critical for braking. Violations involving wheel-end components historically account for about one-quarter of the vehicle out-of-service violations discovered during Roadcheck, and past Roadcheck data routinely identified wheel-end components as a top 10 vehicle violation.

[Learn more about International Roadcheck. \(http://cvsa.org/program/programs/international-roadcheck/\)](http://cvsa.org/program/programs/international-roadcheck/)

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**24/7** ROADSIDE ASSISTANCE  
CALL 1-800-435-3273

**IDEALEASE, INC.**

430 North Rand Road, North Barrington, IL 60010 | **847-304-6000** |