

DOT RECORD RETENTION PERIODS

Appendix A to 49 CFR 379 has an extensive chart of records and retention periods for carrier's corporation, treasury, property & equipment, personnel and payroll, insurance and claims, taxes, purchases and stores, shipping and agency documents.

Drug & Alcohol Program Records - 49 CFR 382.401 (Check with STA United, 800-288-8504 if you have further questions on drug and alcohol program requirements.)

Five year retention

- Records of driver alcohol test results for concentration greater than 0.02.
- Records of driver verified positive controlled substances test results.
- Documentation of refusals to take required alcohol and/or drug test.
- Driver evaluation by SAP of employee's need for and referrals to assistance programs; records concerning a driver's compliance with recommendations of the SAP.
- Calibration documentation for testing equipment.
- Records related to administration of drug & alcohol testing programs -agreements with collection site facilities, laboratories, technicians, medical review officers, consortia, third party service providers; names and positions of officials/administrators and their role in the employer's alcohol and drug testing program; quarterly laboratory statistical summaries of urinalysis; employees program policies and procedures.
- Annual summaries required by 49 CFR 382.403.

Two year retention - Records related to alcohol and drug collection process.

- Specimen collection logbooks, if used
- Documents related to the random selection process
- Documents required to be generated in connection with decisions to administer reasonable suspicion alcohol or drug tests
- Documents required to be generated in connection with decisions on post-accident tests
- Documents verifying existence of a medical explanation of the inability of a driver to provide adequate breath or urine specimen for testing

One year retention

- Records of negative and canceled drug tests and alcohol test results with a concentration of less than 0.02

Indefinite period of retention - 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 two (2) years after ceasing to perform those functions.

- Materials on alcohol misuse and drug use awareness, including copy of employer's policy
- Drivers' signed receipts of educational materials
- Documentation of supervisor training