

Record Retention for DOT forms

The following are the required time periods to retain records for a successful audit.

Section	Time	Description of forms
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DRUG AND ALCOHOL TESTING

382.401	5 years	Records of driver alcohol tests results indicating an alcohol concentration of 0.02 or greater, Records of driver verified positive controlled substances test results, Documentation of refusals to take required alcohol and/or controlled substance tests, Driver evaluation and referrals, Calibration documents, Records related to the administration of the alcohol and controlled substances testing programs.
	2 years	Records related to the alcohol and controlled substances collection process.
	1 year	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.

ACCIDENT RECORDS

390.15(b)	1 year	Accident registers and copies of any state, other government agencies or insurers documents.
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PERSONNEL FILES

391.51(c)	3 years	After the driver is no longer employed for the business, maintain for 3 years
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RECORD OF TIME WORKED

395.8(k)	6 months	Records of time worked (logs or time cards, etc.) and all supporting documents (bills of lading, dispatch records, shipping tickets) This would require 6 completed months plus the current one being completed.
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MAINTENANCE RECORDS

396.3(c)	6 months	Maintenance files for each vehicle must be maintained for a year and at least 6 months after vehicle is removed from your operation (sale, wrecked, etc.)
396.11(c) (2)	3 months	Daily vehicle inspections prepared by the driver must be retained for 3 months plus the current month you're completing. (Pre and Post-trip inspections)
396.21	14 months	Annual inspections must be retained 14 months from the date of the inspection is performed on the vehicle.

These are minimum times and consideration should be given to keeping these files longer if needed for special circumstances, such labor law or accident involvements, etc.