



PSATS CDL Program Guidance

Record Retention Schedule

General federal requirement. Each employer shall maintain the following original driver qualification records in a secure location with controlled access as per [49 CFR 382.401](#) for each of its CDL employees:

Records to be retained for a minimum of one year:

1. Records of negative and canceled controlled substances test results (as defined in part 40 of this title) and alcohol test results with a concentration of less than 0.02.
 - a. NOTE: For members of the PSATS CDL Program, these records are permanently maintained in your Myescreen.com account and paper copies not needed.

Records to be retained for a minimum of two years:

2. Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices).
 - a. NOTE: Members of the PSATS CDL Program would need to contact us for any required copies of these records.

Records to be retained for a minimum of three years:

3. Results of the annual review of each CDL employee's driver's license report (Form QUALIFY).
4. CDL employee citations (Form CITATION).
5. CDL employee convictions (Form CONVICTION).
6. CDL employee accident reports (Form ACCIDENT).

Records to be retained for a minimum of five years:

7. Records of MRO-verified positive controlled substances test results.
8. Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater.
9. Documentation of refusals to take required alcohol and/or controlled substances tests,
10. Records concerning a positive-tested CDL employee's SAP evaluation and referrals.
11. A copy of each annual calendar year summary required by 49 CFR 382.

Records to be retained for duration of employment:

12. Records related to the education and training of supervisors and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions.
13. CDL employee's signed authorization to obtain limited queries from the FMCSA Clearinghouse.