

<b>QUALIFICATION FILE CHECKLIST</b>
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	<u>REQUIRED ITEM</u>	<u>RETENTION</u>
1. _____	Application	Forever
2. _____	Previous Employer Work History Inquiries(3yrs)	Forever
3. _____	Previous Employer Controlled Substance/ Alcohol Testing Inquiries (3yrs)	Forever
4. _____	Medical Examiners Certificate <u>or</u> Long Form Physical	3 years
5. _____	Inquiries to State Agencies (MVR'S)	3 years
6. _____	Driver's Certificate of Violations	3 years
7. _____	Annual Review of Driving Record	3 years
8. _____	Driver Data Sheet for New Hires	Forever
9. _____	Road Test Certificate or copy of CDL	Forever
10. _____	All Controlled Substance/ Alcohol Testing Information, Paperwork and Training	Positives 5 years Negatives 1 year Training Forever
11. _____	All Haz Mat Training (if applicable)	Forever-recurrent every 3 years