

7410.6480 RECORD KEEPING.

Subpart 1. **Records of administered tests.** An approved third-party testing program shall maintain at the program's administrative offices, for a minimum of three years, the tester's copy of the record of examination of any driver for whom the third-party testing program conducts a test, whether or not the driver passes or fails the test. Each record of examination must include:

- A. the full name of the driver;
- B. the date the driver took the test; and
- C. the name and certificate number of the third-party tester conducting the test.

Subp. 2. **Records of third-party testers.** The third-party testing program shall maintain, at the program's administrative offices, a record of each third-party tester in the employ of the third-party testing program at that location. Each record must include:

A. a valid and complete tester certificate indicating the third-party tester has met all qualifications;

B. a copy of the third-party tester's current driving record, which must be updated annually;

C. evidence that the third-party tester is an employee of the third-party testing program; and

D. verification that tests were only administered to employees of the third-party testing program, or to students enrolled full-time in a truck driver training or motorcycle driver education program.

Subp. 3. **Record retention.** The third-party testing program shall retain all third-party tester records for three years after a third-party tester leaves the employ of the third-party testing program.

Statutory Authority: *MS s 299A.01*

History: *27 SR 1635*

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