

7411.0280 PROGRAM RECORDS.

Subpart 1. **General requirements.** The program must:

- A. maintain the records specified in this part for at least five years;
- B. keep an instruction record of every person enrolled, whether or not the person was given instruction or other services relating to classroom instruction, laboratory instruction, or both, in operating a motor vehicle, and the instruction record must contain the person's legal name, including first, middle, and last name; residence address; date of birth; unique identifier of the contract or agreement; date and number of hours of all instruction; and type of instruction;
- C. keep a file containing the original, subsequent, and renewal contracts or agreements specified in part 7411.0305 between the program and every person receiving instruction, and any other services provided by the program to the person relating to the operation of a motor vehicle;
- D. maintain program records in a businesslike manner, using only standard abbreviations;
- E. make the records available for inspection by the commissioner during reasonable business hours; and
- F. report immediately to the commissioner by affidavit the loss, mutilation, or destruction of the records required to be maintained by the program, stating the date the records were lost, destroyed, or mutilated; the circumstances involving the loss, destruction, or mutilation; the names of the law enforcement officer or fire department official to whom the loss was reported; and the date of the report.

Subp. 1a. **Additional records; certain students.** In addition to the information required under subpart 1, item B, the instruction record must contain:

- A. for a student who has completed a portion of the driver education program, the completion date of the portion of the program shown on the document issued to the student and the name of both the last instructor and the program's authorized official; or
- B. for a student who is enrolled in a concurrent driver education program, the completion date of the of the first 15 hours of classroom instruction shown on the document issued to the student and the name of both the last instructor and the program's authorized official.

Subp. 2. **Location of records.** The program records must be available in Minnesota at the program's administrative office for inspection by the commissioner. At the time of application for program licensure or approval, the commissioner must be informed of the location where records will be available. The commissioner must be notified of a change in the record location before the change occurs.

Statutory Authority: *MS s 14.06; 14.386; 169.26; 169.446; 169.974; 171.02; 171.05; 171.055; 171.0701; 171.33 to 171.41; 299A.01*

History: *28 SR 1167; 39 SR 356*

Published Electronically: *October 2, 2014*