

# LAYDOWN

## Risk Management

<b>RSK.SAF.37</b>	<b>DRIVER QUALIFICATION FILES (DQF)</b>  The DQF consists of the following: employment application, road test certificate, previous employment check, original driver license check, medical examiner's certificate, annual review, annual state abstract, and list of motor vehicle violations.  <u>C = upon employee's separation from employment.</u>	[PERMANENT]  <u>C+1</u> <u>year/Office</u>  <u>49 years/</u> <u>Records Center</u>
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