



[FMCSA COVID-19 Info](#)

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November 2020

2021 UCR Registration Now Open

Registration for the 2021 UCR registration year is open, with [no fee changes](#) from the 2020 registration year. Registration for the 2019 registration year has closed (except for state audit purposes).

[Register Now](#)

For support or questions, call 1-833-UCR-PLAN or email helpdesk@ucr.gov.

Begin 2021 UCR Enforcement January 1



UCR requests that states begin enforcement of 2021 UCR registration on January 1, 2021.

UCR Policy Spotlight: Document Retention and Destruction Policy



UCR has a Document Retention and Destruction Policy just like most sophisticated organizations do. In this edition of Dispatch, we address this important policy. The purpose of the UCR Document Retention and Destruction Policy is to ensure that documents are retained to meet business needs and statutory requirements. The policy states that all records should be constructed with the expectation that they may be read by persons other than the intended recipient, and that they should be prepared in a professional and courteous manner. The grid below contains the general requirements for document retention. Upon expiration of the retention period, the documents will be destroyed unless directed by the Board to retain for a longer period of time.

General Documentation

MATERIAL TYPE	RETENTION PERIOD GUIDELINES
UCR Agreement	Permanent
Annual Reports	Permanent
Tax Exemption Determination	Permanent
Trademarks and Copyrights	Permanent
Litigation	Permanent
Board Minutes	Permanent
Committee Minutes	7 Years to Permanent
Contracts	10 Years after Expiration or Termination
Meeting Information - General	2 Years
Closed Board Meeting Materials (All, including minutes)	2 Years after meeting date or 1 Year after the conclusion of any proceeding(s) with respect to matters discussed during such meeting, whichever occurs last (Sunshine Act Sec. F2)
Correspondence - Routine	1 Year
Correspondence - Critical	2 Years
Drafts	Destroy after Final

You can [view the full Document Retention and Destruction Policy](#) in the [Policy Resource Center](#) on the UCR website. The Policy Resource center features all of the policies of the UCR Plan that have been adopted by the Board of Directors.

Industry News

Clock Is Ticking for Independents to Run Required Self-check in Drug Clearinghouse

Small fleets and one-truck independent owner-operators must run their required annual query under the new CDL Drug & Alcohol Clearinghouse rule.

[Read the Article](#)

Source: Jaillet, James. "Clock's ticking for independents to run their required self-check in Drug Clearinghouse." Overdrive. November 2, 2020. www.overdriveonline.com/

10 Tips to Keep You Safe as You Drive Through Winter

The news isn't all bad. Here are five good things that happened in trucking the week of October 2.

[Read the Article](#)

Upcoming UCR Events



November 19: [Education and Training Subcommittee Meeting](#)
Teleconference

December 3: [Audit Subcommittee Meeting](#)
Teleconference

December 10: [UCR Board of Directors Meeting](#)
Teleconference

December 17: Education and Training Subcommittee Meeting
Teleconference