



Managing Inspection and Crash Records in SAFETYNET

ARCHIVING, RESTORING, AND DELETING

Review the following descriptions to determine when and why you should archive, restore, or delete records. Once you're ready, select the process you need from the menu below to view a step-by-step tutorial.

Archiving



Archiving Records

You can archive a record when you know you need to keep it in SAFETYNET per FMCSA regulations or State policies but no longer need to access it in the SAFETYNET MAIN tables.

Restoring



Restoring Records

If you have archived a record or need to move it back to the MAIN tables, you can restore it to an active state.

Deleting



Deleting New Records

If you enter or import a brand-new record into SAFETYNET and determine that it should not be there, you can delete the new record within SAFETYNET itself.

Deleting Existing Records

If a record already exists in SAFETYNET, most likely it has already been uploaded to MCMIS. The record can be deleted in SAFETYNET. This will trigger a delete request to be sent to MCMIS, maintaining consistency across all data quality systems.

Deleting Old Records

FMCSA policy requires MCMIS to maintain inspection records for 3 years and crash records for 5 years, and SAFETYNET systems should follow the same protocol. Deleting old records from SAFETYNET is not an FMCSA requirement; however, States should follow their own policies for deleting old records. Deleting old records requires archiving the records first, preventing the deletion of records in MCMIS.

Configuring Automatic Record Deletion

The Inspection and Crash Configuration settings offer an option to automatically delete records from the Archive Database after the records are no longer required. Use the Configuration settings in order to help automate record deletion.

Managing Inspection and Crash Records in SAFETYNET



Archiving Records in SAFETYNET

If there are many years of records in the inspection or crash tables, SAFETYNET's performance decreases as it tries to sort, manipulate, or display records. Review the steps below to learn how to archive a record.

STEP 1

Select the records to archive using a query based on a date range. For example, if you want to find all records that have an inspection date before 2016, you would run this query.

Field	Comparison	Value	And/Or
Start Date	<	01/01/2016	And

Depending on the number of records, you might want to **run a query that will result in fewer records**. The archiving process is time consuming, so selecting one year at a time might be a better option. In this example, the query locates only inspection records from 2010.

Field	Comparison	Value	And/Or
Start Date	>=	01/01/2010	And
Start Date	<=	12/31/2010	

STEP 2

The results will be displayed in the **grid**.

Tag	Report #	Start Date	Start Time	USDOT #	MC/MX #	Interstate	Carrier Name	Driver Last Name
TX0000475033	01/18/2015	08:20	01079977	448834			VENEZIA LIQUID TANK LINES INC	COOPER
TX0000577126	01/03/2015	13:30	01058705	440399			TUTLE & TUTLE TRUCKING INC	TRAVIS
TX0000577127	01/03/2015	14:10	00491079	254667			LOUISIANA CRANES AND TRUCKING	COOPER
TX0000577129	01/04/2015	09:45					BRESHERS WILLIAM TRUCKING	COOPER
TX0000577140	01/07/2015	10:55	00253599	206108			CASTLE CREEK ENERGY LLC	TRAVIS
TX0000577156	01/17/2015	15:15	00656813				GLOSTER CHIPMILL INC	DUNN
TX0000577157	01/17/2015	15:39	01974248				LEROY DORSEY JR	DUNN
TX0000577158	01/17/2015	17:00	00053467	138328			WERNER ENTERPRISES INC	GRAHAM
TX0000577165	01/23/2015	16:40	01025272	429303			SOUTHEAST TRANSPORTATION LLC	KOLE
TX0000577202	01/10/2015	13:15	01004231	426753			DONTRELL TRUCKING LLC	DUNN
TX0000577204	01/10/2015	14:50	00273818	188102			COVENANT TRANSPORT INC	GRAHAM
TX0000577206	01/12/2015	06:50	00348524	183064			TRI-STATE SAND & GRAVEL LLC	COOPER

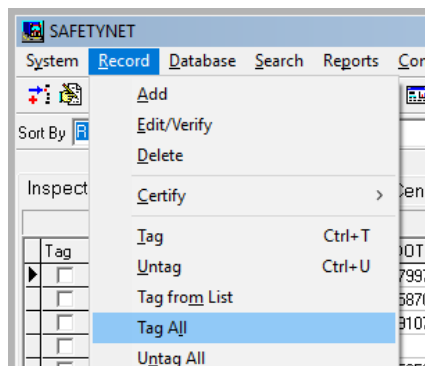
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Archiving Records in SAFETYNET–Continued

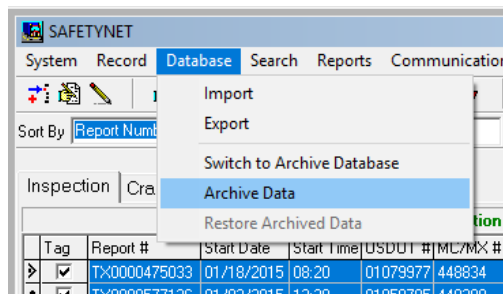
STEP 3

Tag all the records by clicking on **Record–Tag All**.



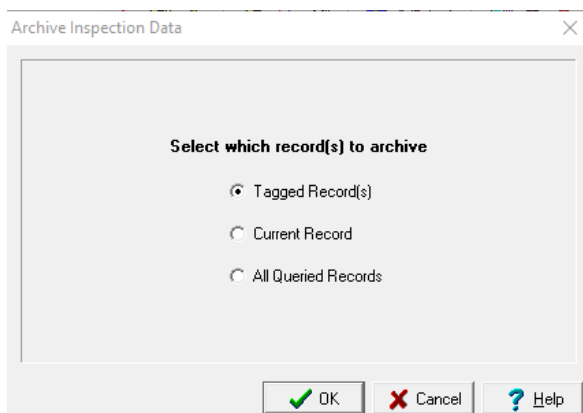
STEP 4

Click on **Database–Archive Data**.



STEP 5

Click **OK** for Tagged Record(s).

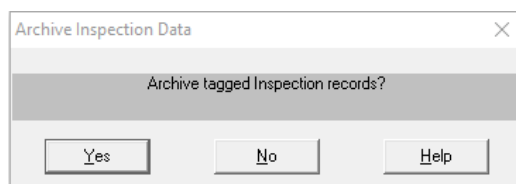




Archiving Records in SAFETYNET–Continued

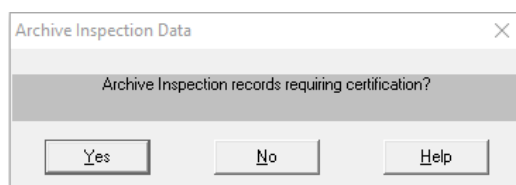
STEP 6

Click **Yes** to confirm.



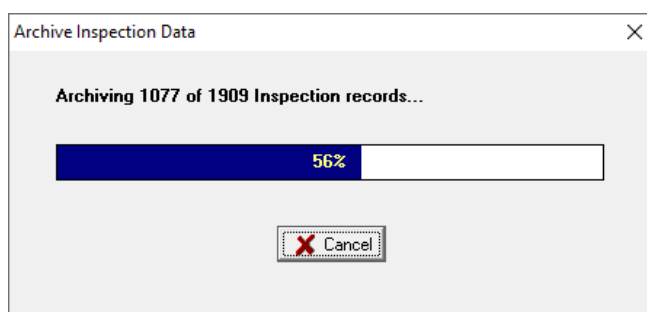
STEP 7

You might not get the prompt asking if it's okay to archive inspections that have not been certified. Given that the inspections are old, most likely this is not relevant. **Select Yes** if you would like to archive those, or **select No** if you would like to review them before you archive the records.



STEP 8

A progress bar will appear. Depending on the number of records you're archiving, this might take some time.



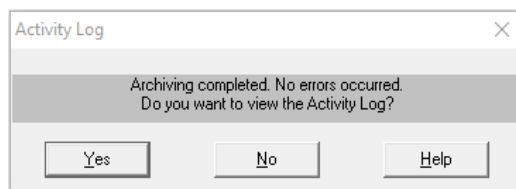
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Archiving Records in SAFETYNET–Continued

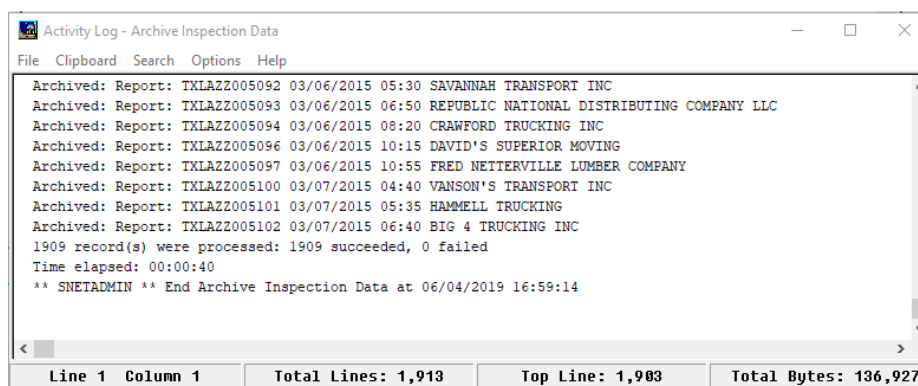
STEP 9

If prompted, always **say Yes to view the Activity Log**. There could have been errors.



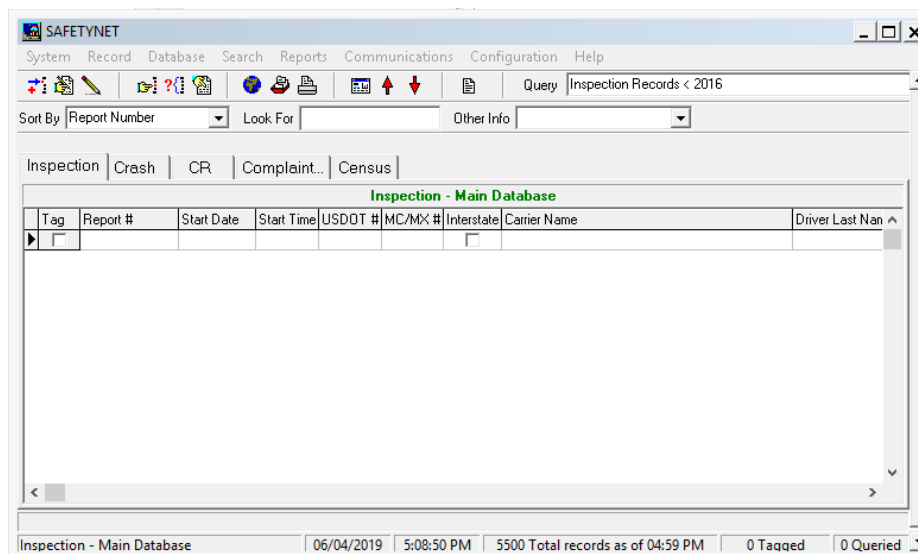
STEP 10

The Activity Log will display a list of records that were archived successfully and those with errors. When you're done reviewing the records, **close the Activity Log**.



STEP 11

Any records not archived due to errors will be left in the **grid** for review.



Managing Inspection and Crash Records in SAFETYNET

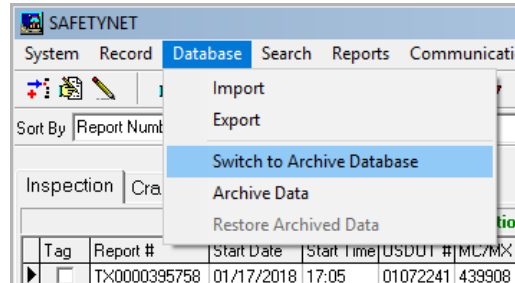


Restoring Records in SAFETYNET

Records that have been archived can be easily moved back to the MAIN tables through the restoring process.

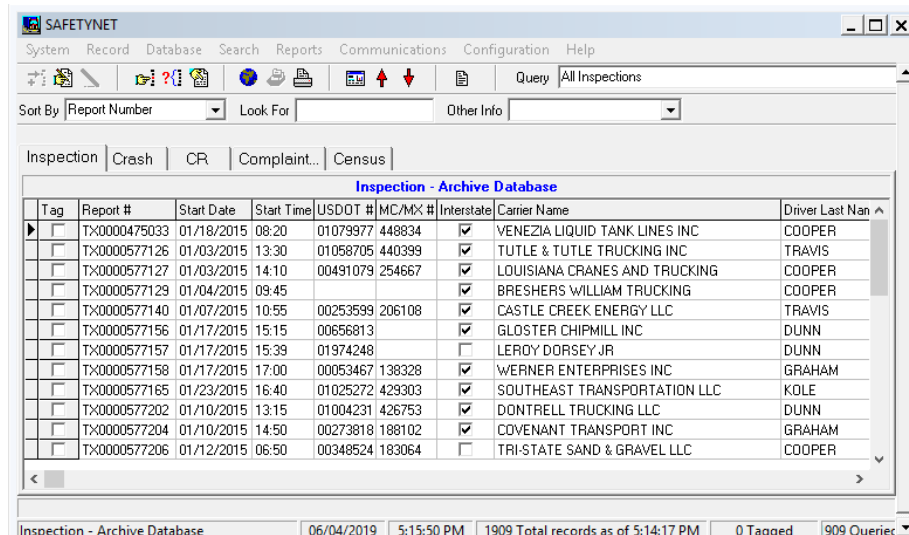
STEP 1

Switch to the ARCHIVE database. Click on **Database-Switch to Archive Database.**



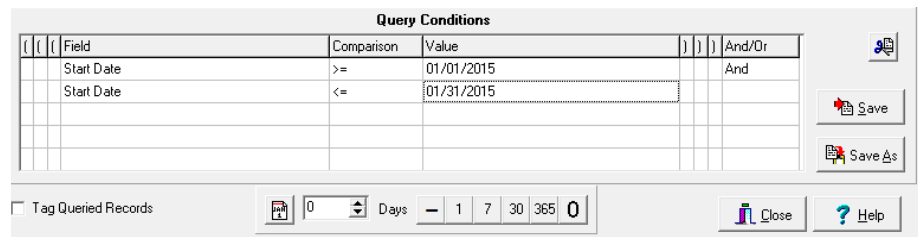
STEP 2

You will know you are in Archive by checking the **title above the grid** or the bottom left corner of the SAFETYNET toolbar.



STEP 3

Select the records to restore. This can be done by manually tagging the records or by running a query. In this example, the query tags records from January 2015.



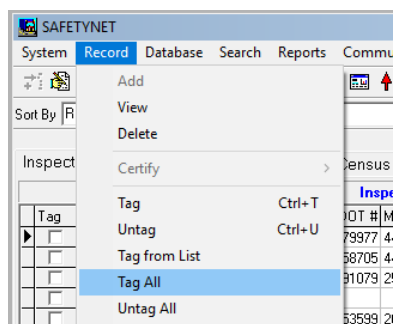
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Restoring Records in SAFETYNET–Continued

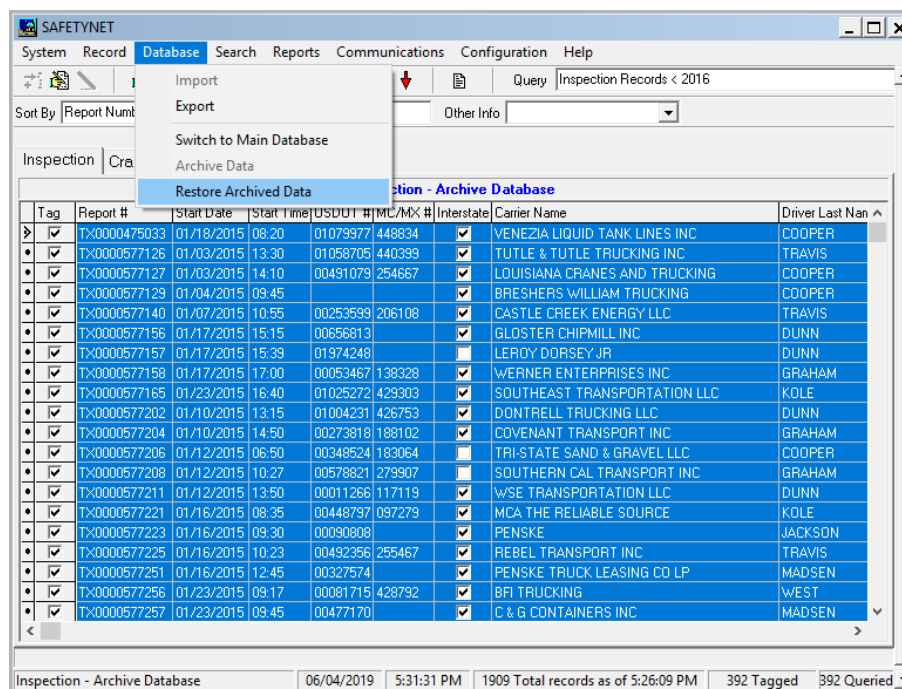
STEP 4

Tag all the records by clicking on **Record–Tag All**.



STEP 5

To restore the records click on **Database–Restore Archived Data**.



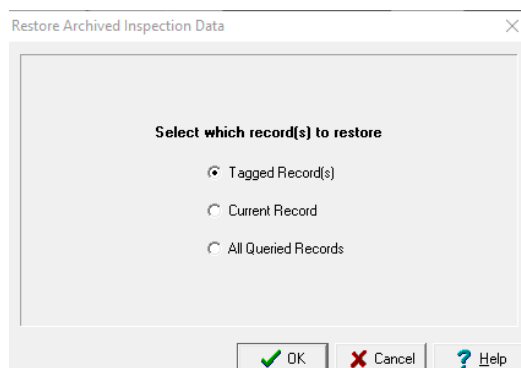
Managing Inspection and Crash Records in SAFETYNET



Restoring Records in SAFETYNET–Continued

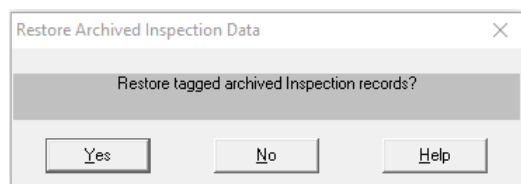
STEP 6

Click **OK** to select the tagged records.



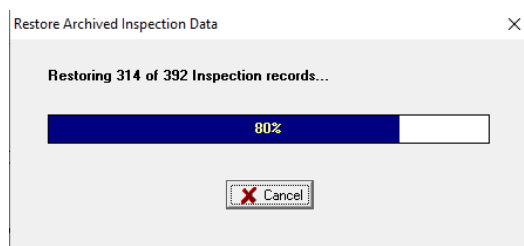
STEP 7

Click **Yes** to confirm.



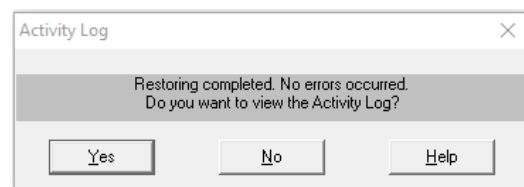
STEP 8

A progress bar will appear. Depending on the number of records being restored, this might take a few minutes.



STEP 9

Always view the **Activity Log**.



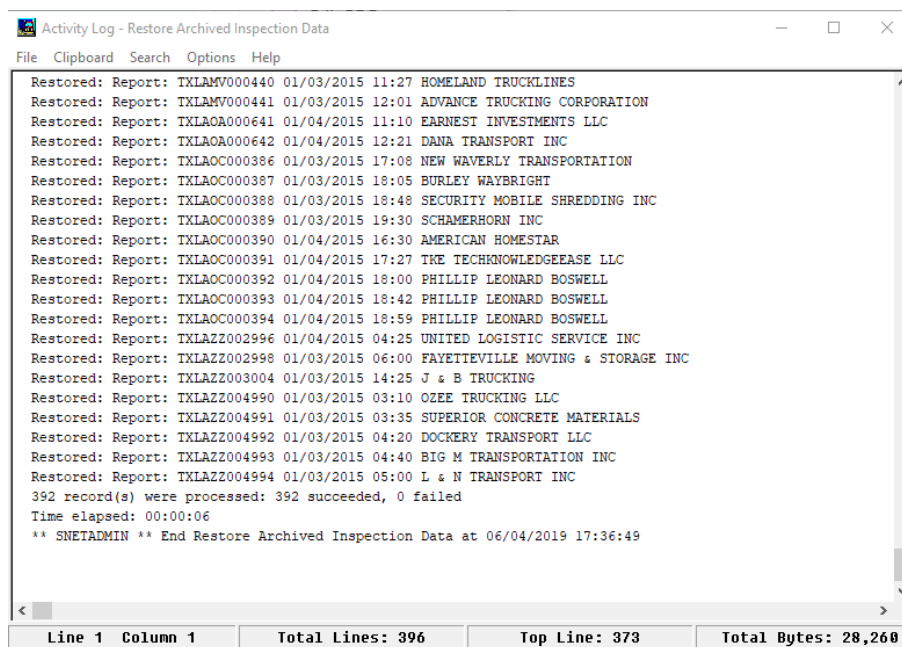
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Restoring Records in SAFETYNET–Continued

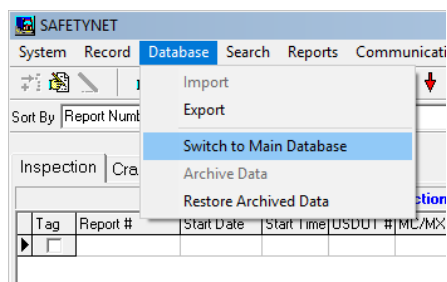
STEP 10

The Activity Log lists all the records that have been restored and any errors that appear. When finished reviewing, **close the Activity Log**.

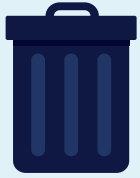


STEP 11

When done restoring, make sure you switch back to the MAIN database by clicking on **Database–Switch to Main Database**.



Managing Inspection and Crash Records in SAFETYNET



Deleting New Records

If you enter or import a brand-new record into SAFETYNET and determine that it should not be there, you can delete the new record. For example, if you enter a crash record and then find out that it is non-reportable, the record shouldn't be uploaded to MCMIS or stored in SAFETYNET.

Deleting a record that has been manually entered or imported to SAFETYNET

If the inspection record was imported into SAFETYNET, the record has not been uploaded to MCMIS. However, it could have been uploaded to SAFER by Aspen or another third-party inspection system. You must determine if the record exists in SAFER and delete it accordingly.

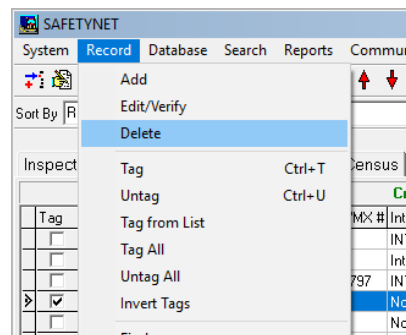
STEP 1

Locate the record on the SAFETYNET grid and tag it.

Tag	Report #	Crash Date	USDOT #	MC/MX #	Interstate	Carrier Name
<input type="checkbox"/>	TX0000000000	12/05/2016	00087678		INTERSTATE	TRACKWORK CONTRACTING C
<input type="checkbox"/>	TX0000000000	12/05/2016	00000004		Intrastate	CONSOLIDATED GRANITE CO II
<input type="checkbox"/>	TX0000000000	01/23/2016	00080806	135797	INTERSTATE	J B HUNT
<input checked="" type="checkbox"/>	TX0000000553	01/02/2017			Not in Commerce - Dir	INDIVIDUAL
<input type="checkbox"/>	TX0000000580	01/02/2017			Not in Commerce - Go	SCHOOL BUS TRANSPORTAT
<input type="checkbox"/>	TX0000022222	09/08/2015			INTERSTATE	ANNIE MILLER
<input type="checkbox"/>	TX0000033333	09/08/2015	00000004		INTERSTATE	CONSOLIDATED GRANITE CO II
<input type="checkbox"/>	TX0000044444	09/10/2015	00446723		INTERSTATE	'W A CHESTER LLC
<input type="checkbox"/>	TX0000053680	05/20/2017	01262476		INTERSTATE	'WHITE MOUNTAIN FUELS OPEI
<input type="checkbox"/>	TX0000055555	09/10/2015	00000004		INTERSTATE	CONSOLIDATED GRANITE CO II

STEP 2

Click **Record-Delete** from the drop down menu.



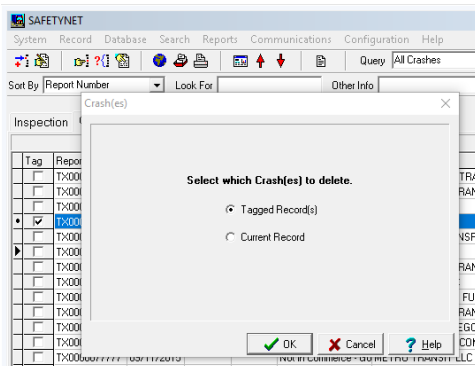
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Deleting New Records–Continued

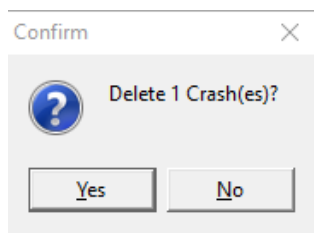
STEP 3

Click **OK** for the record selection. This step might not show up in every case, but SAFETYNET will handle the record appropriately.



STEP 4

Click **Yes** to confirm and **OK** to close the Information window.



Deleting an Inspection Record that came from Aspen or a Third Party System

A record coming from Aspen into SAFETYNET could have been also sent to SAFER. Deleting the record from SAFETYNET will not trigger a delete request in SAFER.

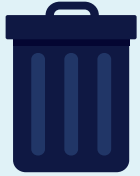
PROCESS

If the inspection took place within the last 365 days, check if the record exists in SAFER:

- Log on to the FMCSA Portal.
- In AVAILABLE FMCSA SYSTEMS, click on the Query Central link.
- Perform a search using the USDOT#, the vehicle's VIN or Plate/State, or the driver.
- Look at the past inspections and locate the record in question.
 - If the record is there, contact tech support (617-494-3003) and submit a Data Change Request (DCR) to have the record deleted from SAFER, and delete the record from SAFETYNET by following the steps outlined in the previous section.
 - If the record is not there, delete the record from SAFETYNET by following the steps outlined in the previous section.

If the inspection did not take place within the last 365 days, the record is not in SAFER:

- Delete the record from SAFETYNET by following the steps outlined in the previous section.



Deleting Records from SAFETYNET: Existing Records

If a record already exists in SAFETYNET and has been to MCMIS (and SAFER for inspections records), you will need to follow the same steps as you would to delete a new record.

Special Case: Deleting Duplicate Records

When deleting existing records, you might find a set of duplicate records in SAFETYNET and determine that you only need to keep one. Deleting duplicate records is a unique process. Deleting one of the records from SAFETYNET will trigger a deletion request to be sent to MCMIS, which will affect other systems and/or safety programs that use the record.

PROCESS

Confirm that the set of duplicate records exists in MCMIS.

- **Yes**, both records are still in MCMIS.
 1. Decide which record to keep in SAFETYNET.
 2. Delete the record from SAFETYNET by following the outlined steps in “Deleting a Record from SAFETYNET.”
 3. The delete request will be sent from SAFETYNET to MCMIS.
 4. In the case of an inspection that took place within the last 365 days, contact FMCSA tech support and submit a Data Change Request to have the inspection deleted from SAFER.
- **No**, MCMIS clean-up process took care of the duplicates and only one record remains in MCMIS.
 1. The same record kept in MCMIS should be kept in SAFETYNET.
 2. In SAFETYNET, locate the set of duplicate records and identify the record that needs to be deleted.
 3. Instead of deleting the record right away, archive the record following the steps in the Archiving Records section.
 4. Delete the record from the Archive Database. This is going to prevent SAFETYNET from sending a delete request to MCMIS. MCMIS already took care of the duplicate record, so the delete request at this point is not necessary.
 5. In the case of an inspection that took place within the last 365 days, contact tech support and submit a Data Change Request to have the inspection deleted from SAFER.

Managing Inspection and Crash Records in SAFETYNET



Deleting Records from SAFETYNET: Old Records

Old records are those records that are no longer needed. FMCSA policy requires MCMIS to maintain inspection records for 3 years and crash records for 5 years, and SAFETYNET systems should follow the same protocol. Deleting old records from SAFETYNET is not an FMCSA requirement; however, States should follow their own policies for record deletion.

Note that deleting old records from SAFETYNET will trigger a delete request to be sent to MCMIS if the records are not archived first. This is not what you want. Even though old records are no longer included in any safety programs or evaluations, MCMIS archives all past records. Deleting these records from MCMIS is not recommended.

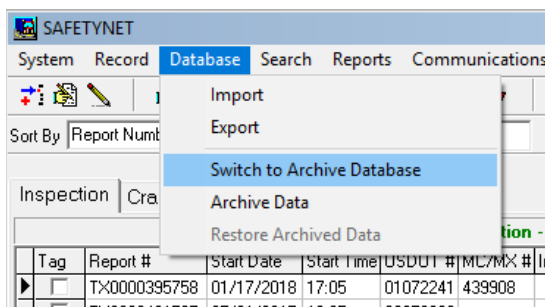
In the case of inspections, old records will be older than 365 days; therefore, deleting them from SAFER is not necessary.

STEP 1

Archive the records to be deleted by following the steps outlined in the Archiving Records section.

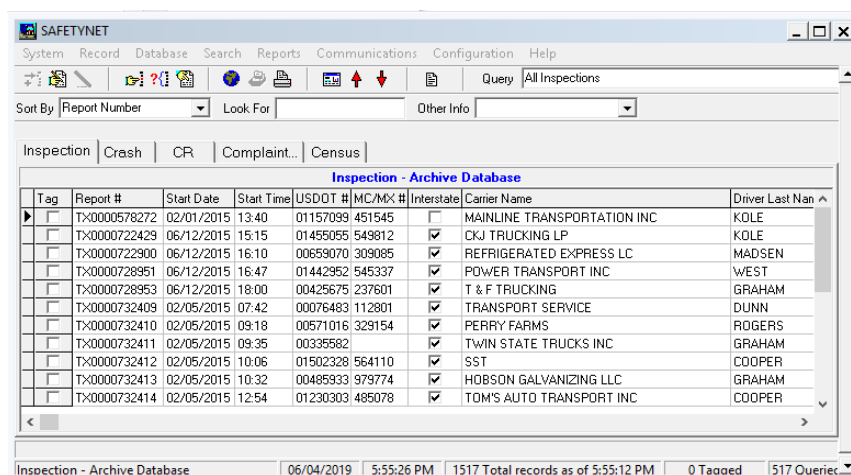
STEP 2

Once the records are archived, switch to the Archive database by clicking on **Database-Switch to Archive Database**.



STEP 3

You will know you are in Archive by checking the title above the grid or the bottom left corner of the SAFETYNET toolbar.



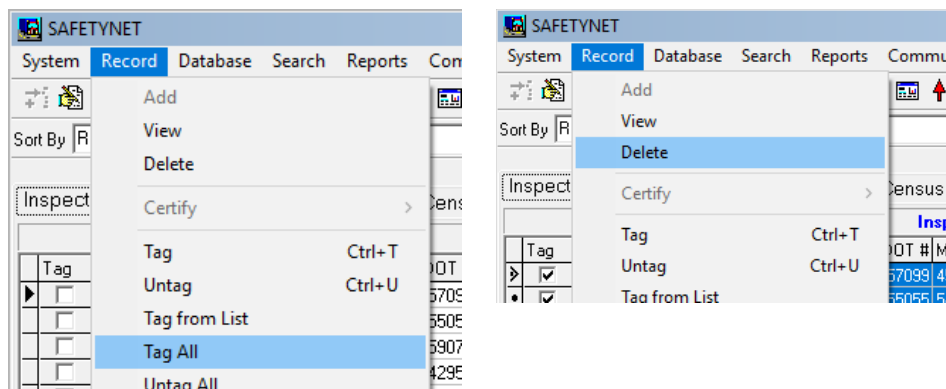
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Deleting Records from SAFETYNET: Old Records–Continued

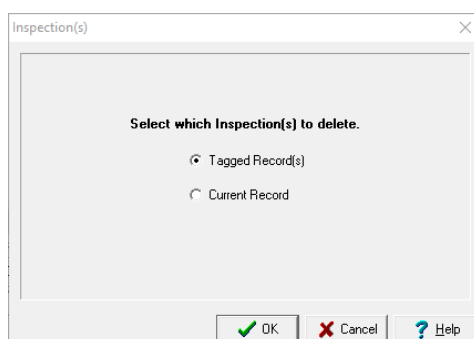
STEP 4

To delete all the records from Archive, click on **Record-Tag All**, then click on **Record-Delete**.



STEP 5

Click **OK** for Tagged Record(s).



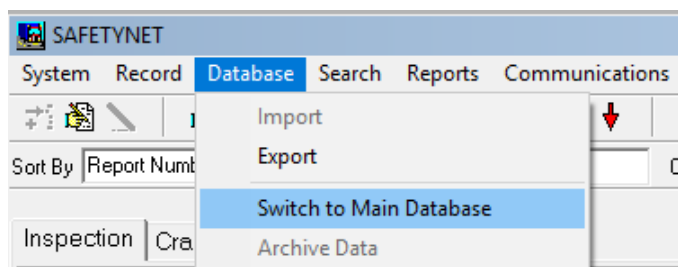
STEP 6

Click **Yes** to confirm, and click **OK** on the Information window.



STEP 7

The old records have been deleted from the Archive Database. Make sure you switch back to the Main Database by clicking on **Database-Switch to Main Database**.





Configuring Automatic Record Deletion in SAFETYNET

The Inspection and Crash Configuration settings offer an option to automatically delete records from the Archive Database after the records are no longer required. FMCSA requires MCMIS to maintain at least 3 years of inspection records and 5 years of crash records, though you will also need to follow your own State requirements. Even though these processes are automatic, the old records still need to be archived manually. Once the records are archived, the record deleting process will run automatically based on the number of years requested. Deleting records using the Configuration settings does not trigger a delete request to MCMIS, which is appropriate for this process.

Configuring SAFETYNET to Automatically Delete Inspection Records

STEP 1

Click on **Configuration-Inspection-Miscellaneous**. The **Archive Data Retention** section has two options, **Remove records** after the specified number of years or **Never remove**. The latter option will not delete any records.

The screenshot shows the 'Inspection Configuration' window with several tabs: 'Locally Defined Fields', 'Inspection Locations', 'Vehicle Makes', 'State Violations', 'Holidays', and 'Cargo'. The 'Inspection Report' section includes 'Auto-Numbering' (Starting Report Number: 6), 'Locally Defined Fields Format' (Column Format On Report: unchecked), and 'Include Barcode' (checked). The 'Old Inspection Date Warning' section has a warning message and a value of 10 days. The 'Shipper Data Collection' section has a checked option 'Prompt for Shipper Information when a Shipper Violation is entered during Inspection data entry'. The 'Default Local Jurisdiction' section has an unchecked option 'Default "Conducted by Local Jurisdiction?" to YES when adding a new inspection'. The 'Archive Data Retention' section is highlighted with a red box and shows two options: 'Remove archived data' (selected) with a value of 3 year(s) after Inspection Start Date, and 'Never remove archived data'. The 'Inspection Import' section has a checked option 'Accept Inspections with unrecognized Inspector Codes (Inspector code is added to table)'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons, and a 'Required Field' label.

STEP 2

Enter the required number of years to keep the record in the Archive. Any inspection record older than this range will be deleted from the Archive database.

Managing Inspection and Crash Records in SAFETYNET



Configuring Automatic Record Deletion in SAFETYNET–Continued

Configuring SAFETYNET to Automatically Delete Crash Records

STEP 1

The **Archive Data Retention** section has two options: **Remove records** after the specified number of years or **Never remove**. The latter option will not delete any records.

Crash Configuration

Locally Defined Fields Miscellaneous

Archive Data Retention

☒ Remove archived data 5 year(s) after Crash date

☐ Never remove Archived Data

OK Cancel Help

STEP 2

Enter the required number of years to keep the record in the Archive. Any crash record older than this range will be deleted from the Archive database.