

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0237-2022-0018

Status: APPROVED
Date Approved: 08/25/2023

Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0237-2022-0018

Item #	Title	Disposition
0001	Drug and Alcohol Testing Program Registrations	Temporary
0002	Aviation Company Investigations and Inspections Not Referred for Legal Enforcement Action	Temporary
0003	Investigative Case Files of Drug and Alcohol Violations by Individuals Forwarded to the Federal Air Surgeon That Are Not Referred for Legal Enforcement Action	Temporary

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Records Schedule Items

DAA-0237-2022-0018-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Drug and Alcohol Testing Program Registrations	
Item Description	Drug and Alcohol Testing Program registration records, including new, amended or renewal requests, and associated correspondence for active, rejected, or terminated registrations.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-237-01-002 / 1	No	
N1-237-01-002 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff when registration is rejected, terminated, or inactive.	
Retention Period	Destroy 3 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2022-0018-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Aviation Company Investigations and Inspections Not Referred for Legal Enforcement Action	

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Item Description	Evidence and correspondence associated with data reporting the number of inspections conducted and outcome, reports pertaining to the administration and operation of the industry drug and alcohol testing programs, aviation company investigations, inspections or voluntary disclosures closed with no action, non-enforcement findings addressed with compliance action, enforcement cases addressed with administrative action, or voluntary disclosures closed with rejection/denial letters.”	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-237-01-002 / 3	No	
N1-237-01-002 / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: cutoff annually	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0237-2022-0018-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Investigative Case Files of Drug and Alcohol Violations by Individuals Forwarded to the Federal Air Surgeon That Are Not Referred for Legal Enforcement Action
Item Description	Case files developed relative to investigation into individuals with drug and alcohol misuse violations. This includes investigative reports, correspondence, and related documents.
Is this item media neutral?	No
Media limitation	Digital only

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-237-01-002 / 5	No
N1-237-01-002 / 6	No
N1-237-01-002 / 7	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after receipt of expunction notice.
Retention Period	Other: Destroy case file 30 days after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested and Received

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Signatory Information

Action	User	Date
Accept	Data Migration	09/22/2022
Approve	Colleen Shogan	08/25/2023