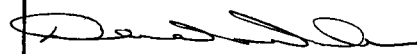


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-372-89-1
1. FROM (Agency or establishment) Defense Contract Audit Agency		DATE RECEIVED	5/19/89
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Windsor, CMR	5. TELEPHONE EXT. 274-4400	DATE 9/17/89	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence.  is attached, or  is unnecessary

B. DATE 5/9/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Assistant Director, Resources
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>Drug-Free Federal Workplace Program for Defense Contract Audit Agency</u></p> <p>The 11 items described on the attached pages 2 through 6 provide for the disposition of records created or received while implementing the Drug-Free Federal Workplace Program within the Defense Contract Audit Agency in accordance with Executive Order 12564, 15 September 1986. Authority for the disposition of some items has been granted through the General Records Schedules. In such cases, references to the GRS have been provided. These items have been included to provide continuity and sequential item numbering but have been marked out in accordance with 36 CFR 1228.20(b)(3) and 1228.70.</p>		

<u>Item No.</u>	<u>Description</u>
367	Drug-Free Federal Workplace Program. Relates to the administration of the Drug-Free Federal Workplace program involving drug testing of DCAA personnel.
1	367.1 General. Records relating to the Drug-Free Federal Workplace program which, due to their general nature, cannot logically be filed elsewhere in the 367 series.  ALL OFFICES: Destroy after 2 years.
2	367.2 Policies and Procedures. Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on the DCAA Drug-Free Federal Workplace Program, including copies of interim policy and procedures statements issued prior to publication in official DCAA numbered policy publications.
2a	ISSUING OFFICE: Upon supersession or obsolescence, place in inactive file. Destroy after 10 years.
2b	OTHER OFFICES: Destroy when superseded or cancelled.
3	367.3 Recurring Reports and Information Requirements. Recurring reports and one-time information requirements submitted to a higher authority or prepared for internal management purposes, such as those required by the Department of Defense (DoD), Department of Health and Human Services (HHS), Office of Personnel Management (OPM), Department of Justice (DOJ), and/or higher levels of management. Includes annual and semiannual required reports based on statistical data and studies on drug testing activities conducted by program officials.  ALL OFFICES: Destroy after 3 years.

<u>Item No.</u>	<u>Description</u>
4	367.4 Training and Orientation. Records reflecting drug-free workforce training and orientation for Agency personnel, special training for supervisors and EAP coordinators, including schedules, rosters of attendance and training materials.
4a	367.4.1 Employee Orientation.
4b	367.4.2 Supervisory/Management Training.

SUPERVISORS AND EAP COORDINATORS: Destroy 2 years after completion of training, EXCEPT that training material may be destroyed when superseded, obsolete, or no longer needed for reference.

5 ~~367.5 Employee Assistance Program. Documents relating to the employee assistance program including statistical reports on counseling, analysis, and related services. (GRS 1.26.a.)~~

5a 367.5.1 Reports/Counseling Service.  
 5b 367.5.2 Rehabilitation Plans.

~~ALL OFFICES: Destroy 3 years after termination of counseling.~~

6 367.6 Drug Testing Program.

6a 367.6.1 General. Documents relating to drug testing programs which, due to their general nature, cannot logically be filed elsewhere in the 367.6 series.

ALL OFFICES: Destroy after 2 years.

367.6.3 Drug Testing Notifications. Formal notifications issued by management officials, Headquarters, and/or regional program officials to personnel in testing designated positions.

ALL OFFICES: Destroy 3 years after issuance of notification.

6b 367.6.2 Selection of Personnel for Testing. Records relating to the selection of employees for testing, including the Testing Designated Position computer tape and related printouts and listings.

ALL OFFICES: Destroy when no longer needed.

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 3/16  
 6c

*Handwritten:* 3/16

<u>Item No.</u>	<u>Description</u>
6d	<p>367.6.4 Drug Testing Results and Related Documents. Laboratory test results and related documentation from the medical review officials to personnel in designated testing positions.</p> <p>ALL OFFICES: Destroy 3 years after date of issuance of test results.</p>
7	<p>367.7 Inter Service/Agency Agreements. Records reflecting interagency support agreements with Federal agencies to procure services required by the Drug-Free Federal Workplace Program.</p>
7a	367.7.1 Specimen Collection Services.
7b	367.7.2 Laboratory Testing Services.
7c	367.7.3 Medical Review Services.
7d	367.7.4 Urine Quality Control Services.
	<p>ALL OFFICES: Destroy 3 years after termination of agreement.</p>
8	<p>367.8 Drug-Free Workplace Litigation. Relates to litigation resulting from the Drug-Free Workplace program, including drug testing litigation.</p>
8a	<p>367.8.1 General. Documents relating to Drug-Free Workplace litigation which, due to their general nature, cannot logically be filed elsewhere in the 367.8 series.</p> <p>ALL OFFICES: Destroy after 2 years.</p>
8b	<p>367.8.2 Drug-Free Workplace Complaints. Individual employee case files including basic documents, records of hearings or meetings, copy of decision rendered, and related correspondence and exhibits.</p> <p>ALL OFFICES: Destroy 4 years after resolution of case.</p>

<u>Item No.</u>	<u>Description</u>
8c	<p>367.8.3 Drug-Free Workplace Grievances and Appeals. Individual employee case files relating to all grievances and appeals concerning DCAA's implementation of the Drug-Free Workplace program. Includes basic documents, records of hearings or meetings, copy of decision rendered; and related correspondence and exhibits.</p> <p>PERSONNEL OFFICE: Retain file for each separate case in current files area for 7 years after case is closed, then destroy.</p>
8d	<p>367.8.4 Reference Files. Files relating to the general field of Drug-Free Workplace complaints, grievances, and appeals consisting of extra copies of documents which duplicate the record copy filed elsewhere; rough drafts, notes, workpapers, and other material being held for reference.</p> <p>ALL OFFICES: Destroy when superseded, obsolete, or no longer needed for reference, whichever is earlier.</p>
9	<p><i>kmw 9/16/89</i></p> <p>367.9 Data Collection and Analyses. Other consolidated statistical data and studies on drug testing activities conducted by program officials from DCAA as well as the Department of Defense (DoD), Department of Health and Human Services (HHS) and other agencies.</p> <p>ALL OFFICES: Destroy when superseded, obsolete, or no longer needed for reference.</p>
10	<p>367.10 Program Evaluation. Documents relating to internal and external requested evaluations of specific areas of the DCAA Drug-Free Workplace program, including evaluations of drug testing labs.</p> <p>ALL OFFICES: Destroy 2 years after completion of the evaluation.</p>

<u>Item No.</u>	<u>Description</u>
11	367.11 Reference Files. Files relating to the general field of the Drug-Free Federal Workplace Program consisting of extra copies of documents which duplicate the record copy filed elsewhere; rough drafts, notes, workpapers, and other material being held for reference.

ALL OFFICES: Destroy when superseded, obsolete, or no longer needed for reference, whichever is earlier.