


<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. N1-446-96-1	DATE RECEIVED 3-7-90
1. FROM (Agency or establishment) Defense Investigative Service		NOTIFICATION TO AGENCY	
2. MAJOR 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret E. Devine	5. TELEPHONE EXT. 475-1030	DATE 4/27/96	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 4 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 March 5, 90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Deputy 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 GRS OR SUPERSEDED JOB CITATION	10.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 Investigative Service</u></p> <p>The <sup>5</sup> items described on the attached pages 2 through 4 provide for the disposition of records created or received while implementing the Drug-Free Federal Workplace Program within the Defense Investigative Service 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>		

*Copies sent to agency, NCF 11/28/90*

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
4-12	<p>DRUG-FREE WORKPLACE PROGRAM: Files compiled in the administration of the Drug-Free Federal Workplace program involving drug testing of DIS Personnel and applicants for employment with the agency. (V4-11 and V-12, DIS-28-1-R, paragraph 6b.)</p> <p>4-12.1. General: <del>Documents</del> <sup>plans</sup> relating to drug testing programs which, due to their general nature, cannot logically be filed elsewhere in the 4-12 series.</p> <p>ALL OFFICES: Destroy <sup>when 3 years old or when superseded</sup> after 2 years <del>obsolete or no longer needed, whichever is later</del></p> <p>4-12.2. 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 material.</p> <p>4-12.2a Employee Orientation 4-12.2b Supervisory/Management Training</p> <p>ALL OFFICES: Destroy 2 years after completion of training, EXCEPT that training material may be destroyed when superseded, obsolete, or no longer needed for reference.</p> <p>4-12.3. Data Collection and Analyses. Consolidated statistical data and studies on drug testing activities conducted by program officials as well as higher authorities (Department of Defense (DoD), Department of Health and Human Services (HHS), and/or other agencies).</p> <p>ALL OFFICES: Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>4-12.4. 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 DoD, HHS, Office of Personnel Management (OPM), Department of Justice (DOJ), and/or higher levels of management. Includes annual and semiannual required reports based statistical data and studies on drug testing activities conducted by program officials.</p> <p>ALL OFFICES: Destroy after 3 years.</p>	<p>GRS 1, HOM 36A</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>4-12.5. Inter Service/Agency Agreements: Records reflecting interagency support agreements with Federal agencies to procure services required by the Drug-Free Federal Workplace Program.</p> <p>4-12.5a Specimen Collection Services                      4-12.5b Laboratory Testing Services                      4-12.5c Medical Review Services                      4-12.5d Urine Quality Control Services</p> <p>ALL OFFICES: Destroy after termination of agreement. (3 years)</p>		
	<p><del>4-12.6. Selection of Personnel for Testing: Records relating to the selection of employees for testing, including the Testing Designated Position Records.</del></p> <p>a. OFFICE OF PRIMARY RESPONSIBILITY: Cutoff 31 December; hold 1 year, transfer to FRC, destroy after 7 years. <i>Destroy when 3 years old or when superseded obsolete or no longer needed, whichever is earlier.</i></p> <p>b. REGIONAL/CENTER/FIELD OFFICES: <del>Cutoff 31 December destroy after 3 years.</del></p>	<p><i>GRS 1, Memo 36a</i></p> <p><i>Non record Referenced Copy</i></p>	
	<p><del>4-12.7. Drug Testing Notification: Formal notifications issued by program management officials to personnel in testing designated positions.</del></p> <p>ALL OFFICES: <del>Destroy after 2 years when employee separated from testing designated position</del></p>	<p><i>GRS 1, Memo 36b</i></p>	
	<p><del>4-12.8. Drug Testing Results and Related Documents: Laboratory test results and related documentation from medical review officials to personnel in designated testing positions.</del></p> <p>a. OFFICE OF PRIMARY RESPONSIBILITY: Cutoff 31 December; <del>Destroy 7 years after date of</del> <i>when 3 years old</i> issuance of test results.</p> <p>b. REGIONAL/CENTER/FIELD OFFICES: <del>Cutoff 31 December destroy after 2 years.</del></p>	<p><i>GRS 1, Memo 36a</i></p> <p><i>Non record referenced copy</i></p>	
	<p><del>4-12.9. Drug-Free Workplace Complaints: Individual employee case files including basic documents, records of hearing or meetings, copy of decision rendered, and related correspondence and exhibits. (V4-07, DIS 28-1-R, paragraph 6b.)</del></p>	<p><i>GRS 1, Memo 30b</i></p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><i>Destroy 4 years after case is closed.</i></p> <p><del>a. OFFICE OF PRIMARY RESPONSIBILITY: Destroy 7 years from date of final resolution of complaint.</del></p> <p><del>b. OTHER OFFICES: Destroy when 3 years old.</del></p> <p>4-12.10. Program Evaluation: Documents relating to internal and external requested evaluations of specific areas of the DIS Drug-Free Workplace program, including evaluations of drug testing labs.</p> <p>ALL OFFICES: Destroy 3 years after completion of the evaluation.</p> <p><del>4-12.11. Employee Assistance Program. Documents relating to the employee assistance program including statistical reports on counseling, analysis, and related services. (GRS 1.26.2.)</del></p> <p><del>4-12.11.1 Reports/Counseling service</del></p> <p><del>4-12.11.2 Rehabilitation Plans</del></p> <p><del>ALL OFFICES: Destroy 3 years after termination of counseling.</del></p>		<p><i>nonrecord referred copy</i></p>