

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-065-09-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/28/09</i>	
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3. MINOR SUBDIVISION HUMAN RESOURCES DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>4-16-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/22/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooper</i>		TITLE ASSISTANT DIRECTOR
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">HEALTH CARE PROGRAM RECORDS</p> <p>FBI Health Care Program records related to the Emergency Medicine, Health Care Matters, Fitness for Duty, and Alcohol and Controlled Substance Abuse/Drug-Free Workplace Programs.</p> <p>1. Emergency Medicine (67Q 37) Records related to the administration of the Emergency Medicine program, including records related to Emergency Medical Services Providers, Emergency Medical Technicians and other emergency medical matters. Records include reports, logs and statistical summaries maintained to document recordable occupational injuries to employees, contractors or non-employees.</p> <p>NOT INCLUDED are employee's emergency treatment records (filed in Employee Medical Folder [GRS 1, Item 21]).</p> <p>NOT INCLUDED are emergency treatment records for non-employees [See N1-065-08-22, Item 4].</p> <p>NOT INCLUDED are vendor management records such as field office audits, contract administration, and vendor quality assurance forms including audits. [See GRS 3, Item 3.a.1.a].</p> <p>Disposition: TEMPORARY. Cutoff annually at the end of the fiscal year. Destroy 5 years after cutoff.</p>		

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	<p>2. Health Care Matters / Regional Occupational Health Program Managers (67Q 31)</p> <p>Communications pertaining to Health Care/Regional Program Matters, e.g., field office audits, quality assurance forms on vendors and related matters.</p> <p>NOT INCLUDED are vendor management records such as contract administration, and vendor audits. [See GRS 3, Item 3.a.1.a].</p> <p>NOT INCLUDED are travel vouchers and documents for official travel on Health Care business. [See GRS 9, Item 3a].</p> <p>NOT INCLUDED are clinical communications including logs or registers reflecting daily visits to the Health Unit and Health Unit Statistical Summaries and Injury/Illness Reports or Logs. [See NC1-65-80-10]</p> <p>Disposition: TEMPORARY. Cutoff annually at the end of the fiscal year. Destroy 5 years after cutoff.</p>		
	<p>3. Fitness For Duty (67Q 35)</p> <p>Series includes records related to the administration of the Fitness For Duty (FFD) program for employees and applicants, including implementation guidance, explanatory information, and lists of participants, and refinements of Agency policy.</p> <p>NOT INCLUDED in this series are the records of the biannual physical examination (in Employee Medical File), or the results of fitness testing (in Employee Training file held by Quantico). [reference MAOP Part 1, Chapter 24] [See GRS 1, Item 21]</p> <p>NOT INCLUDED are service provider contract administration records and vendor audit information. [See GRS 3, Item 3.a.1.a]</p> <p>Disposition: TEMPORARY. Cutoff when superseded or cancelled. Destroy 1 year after cutoff.</p>		

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	<p>4. Alcohol and Controlled Substance Abuse Program Records (ACSAP)</p> <p>Records associated with the development and implementation of an alcohol and controlled substance abuse program as mandated by the Omnibus Employee Transportation Act (OETA) 49 CFR, Part 40 and 49 CFR, Part 382. Dispositions established below are longer than the GRS authorizes, but necessary to meet FBI business needs and to meet the OETA requirements.</p> <p>a. Alcohol and Controlled Substance Abuse Program (ACSAP) (67Q 8)</p> <p>Records created in planning, coordinating and directing an alcohol and controlled substance abuse program. Disposition: TEMPORARY. Cut off after test results are reported. Destroy 5 years after cutoff. <i>when superseded or obsolete.</i></p> <p>b. ACSAP - Test Procedures (67Q 10)</p> <p>Testing program records created under the OETA, including Agency plans and procedures. Disposition: TEMPORARY. Cut off after test results are reported. Destroy 5 years after cutoff. <i>when superseded or obsolete.</i></p> <p>c. ACSAP - Test Consent Forms (67Q 12)</p> <p>Forms completed by employees whose positions are designated sensitive for testing purposes acknowledging that they have received notice that they may be tested. Disposition: TEMPORARY. Cut off when the employee leaves the position that requires testing. Destroy 5 years after cutoff.</p> <p>d. ACSAP - Test Scheduling (67Q 14)</p> <p>Records relating to the selection of specific employees/ applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules. Disposition: TEMPORARY. Cut off when superseded. Destroy 5 years after cutoff.</p>		<p><i>- per email of 2/2/09 RF</i></p>

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	<p>e. ACSAP – Test Chain of Custody (67Q 17) Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.</p> <p>Disposition: TEMPORARY. Cut off when superseded. Destroy 5 years after cutoff.</p> <p>f. ACSAP Employee Tests - Positive, Adulterated, Substituted, Invalid, Refusals, Restrictive and Negative (67Q 19) Records documenting individual test results.</p> <p>Disposition: TEMPORARY. Cut off annually or when superseded, whichever is later. Destroy 5 years after cutoff.</p> <p>g. ACSAP Pre-Duty Tests - Positive, Adulterated, Substituted, Invalid, Refusals (67Q 21) Documents pertaining to the failure to pass a pre-duty drug test. Note: The denial letter (for cause) to the applicant is filed in the applicant's file.</p> <p>Disposition: TEMPORARY. Cut off when test results are reported. Destroy 5 years after cutoff.</p>		