

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0399-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

General Information

Agency or Establishment	Federal Railroad Administration
Record/Scheduling Group	0399 - Records of the Federal Railroad Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Drug and Alcohol Management Information System (DAMIS) Annual Reports
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0399-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0399-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

Outline of Records Schedule Items for DAA-0399-2024-0002

Item #	Title	Disposition
0001	Management Information System (MIS) Annual Reports	Temporary
0002	Annual Roll-Up Reports	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0399-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

Records Schedule Items

DAA-0399-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Management Information System (MIS) Annual Reports	
Item Description	Annual MIS data reports submitted on DOT Form F 1385 to Volpe by railroad companies to monitor individual railroad compliance with FRA drug and alcohol rules and regulations, with data concerning the previous calendar year's drug and alcohol testing data. The information collected consists of 1) employer demographics and certifying official name and contact information, 2) the regulating DOT agency, 3) the number of employees subject to testing, broken out by seven employee categories (engine services, train services, signal service, other, dispatcher/operator, maintenance-of-way/roadway workers, mech.) and total number in each category, 4) aggregate drug testing data broken out by test reason, number of negative, positive, refusal and canceled results, and 5) aggregate alcohol data broken out by test reason, number of test results below 0.02, between 0.02 and 0.039, 0.04 and above, refusals, and canceled results.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0399	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy immediately after 5 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0399-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

DAA-0399-2024-0002-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Annual Roll-Up Reports	
Item Description	Roll-up reports aggregates all railroad drug and alcohol testing results annually and help set annual random minimum testing rates.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0399	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy immediately after 10 years	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0399-2024-0002

Status: APPROVED
Date Approved: 10/09/2024

Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024