

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-399-08-9</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/3/08</i>	
1 FROM (Agency or establishment) U S Department of Transportation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Railroad Administration			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Janice Hill	5 TELEPHONE NUMBER (202) 493-6132	DATE <i>3/31/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ 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>3-31-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice M. Hill</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Post-Accident Toxicological Testing System (PATTS) The Post-Accident Toxicological Testing System (PATTS) is a stand-alone system that stores specimen lab results of operators following a rail incident meeting specified criteria. Collected data is used as forensic evidence of drug use. In addition to test results, PATTS stores demographic data on railroad accidents and scanned images of key documents sent to the testing laboratory. PATTS serves as a historical archive for the FRA Post-Accident Substance Abuse Testing program. NOTE: These disposition instructions apply to all the described records regardless of physical media. If permanent records are on CD-ROM, they must conform to existing standards for transfer to the National Archives and Records Administration (NARA). If the recordkeeping copy is a permanent record and		

1. **Inputs:** Toxicological laboratory results Includes
 - Accident Information Report for PATTS (F 6180 73)
 - Urine Custody and Control Form (F 6180 74)
 - Accident Fatality Form (F 6180 75)
 - Forensic Toxicological Results Report
 - Laboratory Discrepancy Checklist

Disposition **Temporary.** Close files at the end of the calendar year Destroy when 7 years old

Master file: System data consists of drug and alcohol test results, accident and railroad information and scanned images of key documents sent to the testing laboratory Date range is 1987-present

2. **Master File – File Attachments:** File attachments consist of scanned inputs that are used to validate the data input or verify that the data was collected / tested properly

Disposition **Temporary** Close files at the end of the calendar year Destroy when 10 years old

3. **Master File – Case and Testing Information:** Case details include date, location, individual(s) and railroad involved in the reportable incident Testing information includes the results of the drug and alcohol testing

Disposition **Permanent.** Transfer immediately to NARA upon approval of this schedule data from 1987 to the present Thereafter, cut off at end of each calendar year and transfer to NARA as specified in 36 CFR 1228 270 or standards applicable at the time of transfer

4. ~~**Outputs – Ad Hoc Reports:**~~

~~Disposition **Temporary.** Destroy or delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records <GRS 20, Item 16>~~

5. ~~**System Documentation.** Regardless of medium system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and any other system specifications relating to the files-~~

~~Disposition **Permanent** Transfer those records necessary to document how the system captures, manipulates, and outputs data, along with the data files, to NARA as specified in 36 CFR 1228 270 or standards applicable at the time Transfer documentation updates and changes along with subsequent transfers of data files <GRS 20, Item 11a2>~~