

## Request for Records Disposition Authority

Records Schedule Number      DAA-0408-2020-0001

Schedule Status                      Approved

Agency or Establishment              Federal Transit Administration

Record Group / Scheduling Group      Records of the Federal Transit Administration

Records Schedule applies to              Major Subdivision

Major Subdivision                      The Office of Safety and Oversight

Schedule Subject                      Drug and Alcohol Management Information Systems (DAMIS)

Internal agency concurrences will be provided      Yes

Background Information                      Reports ensuring grantees are conducting the necessary testing and reporting requirements of 49, CFR Part 655 and 49, CFR Part 40. The report is used to calculate annual industry random testing rates for drug and alcohol

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0408-2020-0001

Sequence Number	
1	Drug and Alcohol Audits Disposition Authority Number: DAA-0408-2020-0001-0001
2	Clandestine Inspection Report Disposition Authority Number: DAA-0408-2020-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Drug and Alcohol Audits</b></p> <p>Disposition Authority Number      <b>DAA-0408-2020-0001-0001</b></p> <p>Reports ensuring grantee’s compliance and implementation with 49 CFR, Part 655, PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS and Part 40 PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS. These regulations apply to operators, maintenance, dispatchers and armed security.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff when file is closed and complete.</b></p> <p>Transfer to Inactive Storage          <b>Transfer to FRC 5 years after cutoff.</b></p> <p>Retention Period                       <b>Destroy 10 year(s) after transfer.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                           <b>Not Required</b></p>
2	<p><b>Clandestine Inspection Report</b></p> <p>Disposition Authority Number      <b>DAA-0408-2020-0001-0002</b></p> <p>Reports that inspect and monitor the collection-Reports ensuring urine and breath alcohol collection sites are compliant with 49 CFR Part 40- PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS. Clandestine inspection are undercover inspections of service vendors i.e., collection sites, who perform most of urine and breathe alcohol collections for transit grantees. Grantees are required to implement and maintain an effective drug and alcohol testing program. The transit industry relies heavily upon private vendor service agents to assist in this implementation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff when file is complete and closed

Transfer to Inactive Storage

Transfer to FRC 5 years after cutoff.

Retention Period

Destroy 10 year(s) after transfer.

Additional Information

GAO Approval

Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
07/27/2021	Certify	Danielle Higgs	Records Officer	Office of Administration - Office of Information Technology
11/17/2021	Submit for Concur rence	David Weber	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
11/19/2021	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
11/19/2021	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
11/22/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist