

# INACTIVE – ALL ITEMS SUPERSEDED

## Request for Records Disposition Authority

Records Schedule Number           DAA-0557-2016-0001  
Schedule Status                    Approved Schedule Working Version

Agency or Establishment           Federal Motor Carrier Safety Administration  
Record Group / Scheduling Group   Records of the Federal Motor Carrier Safety Administration  
Records Schedule applies to       Department-wide  
Schedule Subject                   Commercial Driver's License Drug and Alcohol Clearinghouse Database

Internal agency concurrences will be provided   No

Background Information            Governed by mandated by section 32402 of the Moving Ahead for Progress in the 21st Century (MAP-21) Act, the Clearinghouse is a database that will contain information about violations of Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing program for commercial driver's license (CDL) holders. The Clearinghouse maintains records of all drug and alcohol program violations in a central repository, and requires employers to query the system for a drug and alcohol violations covered by the FMCSA and U.S. Department of Transportation (DOT) drug and alcohol testing regulations. Employers must search the Clearinghouse for information during pre-employment process for prospective employees, and once a year for current employees, to determine whether anyone has incurred a drug and alcohol violation with a different employer that would prohibit him or her from performing safety-sensitive functions.

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

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## Outline of Records Schedule Items for DAA-0557-2016-0001

| Sequence Number |   |
|-----------------|---|
| 1               | Inputs<br>Disposition Authority Number: DAA-0557-2016-0001-0001           |
| 2               | Master Data File<br>Disposition Authority Number: DAA-0557-2016-0001-0002 |

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## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p data-bbox="345 380 435 411"><b>Inputs</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      DAA-0557-2016-0001-0001</p> <p data-bbox="345 485 1495 863">Inputs include, but are not limited to the following: Positive controlled substance results. The Federal Drug Testing Custody and Control Form, including approved electronic versions of this form. Negative controlled substances return-to-duty results. The Federal Drug Testing Custody and Control Form, including the electronic version of this form. Alcohol concentration of .04 and above. The U.S. Department of Transportation (DOT) Alcohol Testing Program. Alcohol concentration of .02 and below. The U.S. Department of Transportation (DOT) Alcohol Testing Form. Follow up testing plan for subjects subject to the return-to-duty process. Refusals for controlled substance and alcohol. Actual knowledge statements for controlled substances and alcohol .</p> <p data-bbox="345 884 919 915">Final Disposition                      Temporary</p> <p data-bbox="345 936 873 968">Item Status                              Inactive</p> <p data-bbox="345 989 818 1020">Is this item media neutral?          Yes</p> <p data-bbox="345 1041 805 1073">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="345 1188 1479 1377">Inactive Status Explanation          This item is inactive because it was superseded by<br/>New Disposition Authority Number:<br/>DAA-0557-2019-0004-0001<br/>New Disposition Authority Number:<br/>DAA-0557-2019-0004-0002</p> <p data-bbox="345 1419 659 1451"><b>Disposition Instruction</b></p> <p data-bbox="345 1472 1474 1503">Cutoff Instruction                      Close files after 5 years. Destroy when 7 years old</p> <p data-bbox="345 1524 1175 1556">Retention Period                        Destroy 7 year(s) after Cutoff</p> <p data-bbox="345 1598 656 1629"><b>Additional Information</b></p> <p data-bbox="345 1650 951 1682">GAO Approval                            Not Required</p> |
| 2               | <p data-bbox="345 1713 581 1745"><b>Master Data File</b></p> <p data-bbox="345 1766 1154 1797">Disposition Authority Number      DAA-0557-2016-0001-0002</p> <p data-bbox="345 1818 1495 1934">Master Data Files include, but are not limited to the following: System consists of drug and alcohol test results and statements to include electronic and scanned images of key documents provided by employers, medical review officers (MRO),</p>  |

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and substance abuse professionals (SAP). Controlled Substances and Alcohol Testing Information - The controlled substances and alcohol tests results, refusals, actual knowledge statements, and follow-up testing plans. This information will contain privacy identifiable information for individuals subject to the DOT drug and alcohol requirements. In addition, all the individuals and entities required inquiring to, or inputting information will have to register and provide information to validate their rightful access to the Clearinghouse.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0557-2019-0004-0003

## Disposition Instruction

Cutoff Instruction Close files after 5 years. destroy when 7 years old

Retention Period Destroy 7 year(s) after Cutoff

## Additional Information

GAO Approval Not Required

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## 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   |
|------------|------------------------|------------------|---|--|
| 12/09/2015 | Certify                | Herman Dogan     | Records Management Officer              | Federal Motor Carrier Safety Administration - Analysis Division                      |
| 12/20/2016 | Submit for Concurrence | Robyn Dexter     | Appraisal Archivist                     | National Archives and Records Administration - RDTP2: Archives II Processing Section |
| 12/21/2016 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services               |
| 12/21/2016 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services               |
| 12/22/2016 | Approve                | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                                    |

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