

Request for Records Disposition Authority

Records Schedule Number **DAA-0557-2019-0007**

Schedule Status **Approved**

Agency or Establishment **Federal Motor Carrier Safety Administration**

Record Group / Scheduling Group **Records of the Federal Motor Carrier Safety Administration**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Federal Motor Carrier Safety Administration**

Schedule Subject **Drug & Alcohol Management Information System (DAMIS) Annual Reports**

Internal agency concurrences will be provided **Yes**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0557-2019-0007

Sequence Number

1	Management Information System (MIS) Annual Reports Disposition Authority Number: DAA-0557-2019-0007-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 1130 415">Management Information System (MIS) Annual Reports</p> <p data-bbox="342 432 1151 468">Disposition Authority Number DAA-0557-2019-0007-0001</p> <p data-bbox="342 489 1521 905">Annual MIS data reports submitted either electronically or by paper on DOT Form F 1385 to Volpe by motor carrier employers of commercial motor vehicle drivers subject to the commercial driver license requirements, 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 employee category 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.</p> <p data-bbox="342 926 915 961">Final Disposition Temporary</p> <p data-bbox="342 978 850 1014">Item Status Active</p> <p data-bbox="342 1031 818 1066">Is this item media neutral? Yes</p> <p data-bbox="342 1083 818 1213">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="342 1230 818 1318">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="342 1356 659 1392">Disposition Instruction</p> <p data-bbox="342 1419 1260 1455">Cutoff Instruction Cut off files at the end of fiscal year</p> <p data-bbox="342 1472 1495 1549">Transfer to Inactive Storage Transfer to the Federal Records Center 1 year after cut-off</p> <p data-bbox="342 1566 1179 1602">Retention Period Destroy 5 year(s) after cut-off</p> <p data-bbox="342 1640 656 1675">Additional Information</p> <p data-bbox="342 1692 948 1728">GAO Approval Not Required</p>

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
08/01/2019	Certify	Roxane Oliver	Management Analyst	Office of Analysis, Research and Technology (MC-RR) - Analysis Division(MC-RRA)
07/16/2020	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/14/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist