

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-90-2	DATE RECEIVED 4/2/90
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Appraisal and Disposition Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jerry Nashorn	5. TELEPHONE EXT. 724-1457	DATE 4/14/90	ARCHIVIST OF THE UNITED STATES
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE 4/2/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Director, Records Appraisal and Disposition Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>36. <u>Federal Workplace Drug Testing Program Files</u></p> <p>Records accumulated by Federal agencies in connection with drug testing programs conducted under the legal authority of Executive Order 12564 and Public Law 100-71, Section 503. Excluded are consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, Section 503(f), and statistical reports, as required by FPM Letter 792-19, 12/27/89, Section 6. Also excluded are records accumulated by the Department of Health and Human Services and its subordinate elements, the Office of Personnel Management, the Office of Management and Budget, and the Department of Justice in connection with their responsibilities for overseeing the implementation of Executive Order 12564 and Public Law 100-71, Section 503.</p>		

*Copies sent to NN-W, NNT, NNX, NCF
10/10/90*

a. Drug test plans and procedures EXCLUDING documents that are filed in record sets of an agency's formal issuances (directives, procedures handbooks, operating manuals, etc.)

Agency copies of plans and procedures, with related drafts, correspondence, memorandums, and other records, pertaining to the development of procedures for agency drug testing programs, including the determination of testing designated positions.

Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. [See Note 2]

b. Employee acknowledgement of notice forms.

Forms completed by employees whose position is designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.

Destroy when employee separates from testing designated position. [See Note 2]

c. Selection/scheduling records.

Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.

Destroy when 3 years old. [See Note 2]

d. Records relating to the collection and handling of specimens.

1. "Permanent" Record Books.

Permanently bound books in which identifying data on each specimen collected at a collection site is recorded in sequence of collection.

Destroy 3 years after date of last entry. [See Note 2]

2. Chain of custody records

Forms and other records used to maintain control and accountability of specimens from point of collection to final disposition of the specimen.

Destroy when 3 years old. [See Note 2]

e. Test results.

\ Records documenting individual test results. Included are reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.

Destroy when 3 years old. [See Note 2]

[Notes: 1. Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, Item 30b, which provides for the destruction of records 4 years after case is closed.

2. Any records covered by Items 36a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]