

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-GRS-98- 1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 12-9-97	
1. FROM (Agency or establishment) NARA		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Records Management Programs			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Henry Wolfinger	5. TELEPHONE (301) 713-7110 X231	DATE 9-16-98	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>1</u> 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/9/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry G. Wolfinger</i>	TITLE <i>Ch. of NWRC</i>	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	GRS 1/36e Federal Workplace Drug Testing Program Files Test Results (see attached)		

SEP 22 1998
THWcopy to: NWMD, NR
NWMW,

GRS 1/36e

Federal Workplace Drug Testing Program Files

e. Test Results Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.

(1) Negative test results.

Disposition: Destroy when 3 years old. [See note (2).]

(2) Positive test results.

(a) Employees.

Disposition: Destroy positive test results when the employee leaves the agency **or when 3 years old, whichever is longer.**

(b) Applicants not accepted for employment.

Disposition: Destroy positive test results after 3 years. [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 within the range of 4 to 7 years after the case is closed. (2) Any records covered by items 36a-e the are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]