



DRUG AND ALCOHOL TESTING PROGRAM FILES (FITNESS FOR DUTY)

Drug testing program records created under Executive Order 12564 and Public Law 100-711, Section 503 (101 Stat 468), EXCLUDING 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

These tests are conducted randomly on covered employees to comply with Department of Transportation (DOT) regulations and Nuclear Regulatory Commission (NRC) regulations TVA policy also requires preemployment testing on all employees and for cause testing when necessary DOT Regulated alcohol and drug testing records are retained following the guidelines in 49 CFR Part 40 for record retention NRC regulated alcohol and drug testing records are retained according to the guidelines in 10 CFR Part 26 The disposition described below meets those guidelines

DISPOSITION

~~A Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions~~

~~Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later~~

~~(GRS 1, item 36, a )~~

~~B Employee acknowledgment of notice forms Forms completed by employees whose positions are 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~~

~~(GRS 1, item 36, b )~~

~~C Selection/scheduling records Records relating to the selection of specific employees/applicants for testing and the scheduling of tests Included are lists of selections, notification letters, and testing schedules~~

~~Destroy when 3 years old~~

~~(GRS 1, item 36, c )~~

~~D Records relating to the collection and handling of specimens including records related to breath alcohol testing~~

~~Destroy when 3 years old, except for records of calibrations of alcohol testing equipment which must be maintained for 5 years~~

~~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) Positive results~~

~~WITHDRAWN~~

~~Destroy when 5 years old However retain records of tests still under challenge until challenge is settled or until the records are 5 years old, whichever is later~~

~~(2) Negative results~~

~~Destroy when 3 years old~~

~~(GRS 1, Item 36)~~

F Spread sheet used for tracking and statistical purposes

Destroy or delete when no longer needed

~~(GRS 23, Item 8)~~

~~(DRUGTS DOC)~~