

Request for Records Disposition Authority

Records Schedule Number DAA-0408-2020-0001

Schedule Status Approved

Agency or Establishment Federal Transit Administration

Record Group / Scheduling Group Records of the Federal Transit Administration

Records Schedule applies to Major Subdivision

Major Subdivision The Office of Safety and Oversight

Schedule Subject Drug and Alcohol Management Information Systems (DAMIS)

Internal agency concurrences will be provided Yes

Background Information Reports ensuring grantees are conducting the necessary testing and reporting requirements of 49, CFR Part 655 and 49, CFR Part 40. The report is used to calculate annual industry random testing rates for drug and alcohol

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Outline of Records Schedule Items for DAA-0408-2020-0001

Sequence Number	
1	Drug and Alcohol Audits Disposition Authority Number: DAA-0408-2020-0001-0001
2	Clandestine Inspection Report Disposition Authority Number: DAA-0408-2020-0001-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 688 411">Drug and Alcohol Audits</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0408-2020-0001-0001</p> <p data-bbox="345 485 1511 674">Reports ensuring grantee's compliance and implementation with 49 CFR, Part 655, PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS and Part 40 PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS. These regulations apply to operators, maintenance, dispatchers and armed security.</p> <p data-bbox="345 695 915 726">Final Disposition Temporary</p> <p data-bbox="345 747 850 779">Item Status Active</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 802 978">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 1020 656 1052">Disposition Instruction</p> <p data-bbox="345 1073 1321 1104">Cutoff Instruction Cutoff when file is closed and complete.</p> <p data-bbox="345 1125 1273 1157">Transfer to Inactive Storage Transfer to FRC 5 years after cutoff.</p> <p data-bbox="345 1178 1224 1209">Retention Period Destroy 10 year(s) after transfer.</p> <p data-bbox="345 1251 656 1283">Additional Information</p> <p data-bbox="345 1304 948 1335">GAO Approval Not Required</p>
2	<p data-bbox="345 1367 776 1398">Clandestine Inspection Report</p> <p data-bbox="345 1419 1154 1451">Disposition Authority Number DAA-0408-2020-0001-0002</p> <p data-bbox="345 1472 1511 1776">Reports that inspect and monitor the collection-Reports ensuring urine and breath alcohol collection sites are compliant with 49 CFR Part 40- PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS. Clandestine inspection are undercover inspections of service vendors i.e., collection sites, who perform most of urine and breathe alcohol collections for transit grantees. Grantees are required to implement and maintain an effective drug and alcohol testing program. The transit industry relies heavily upon private vendor service agents to assist in this implementation.</p> <p data-bbox="345 1797 915 1829">Final Disposition Temporary</p> <p data-bbox="345 1850 850 1881">Item Status Active</p> <p data-bbox="345 1902 818 1934">Is this item media neutral? Yes</p>

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff when file is complete and closed

Transfer to Inactive Storage

Transfer to FRC 5 years after cutoff.

Retention Period

Destroy 10 year(s) after transfer.

Additional Information

GAO Approval

Not Required

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
07/27/2021	Certify	Danielle Higgs	Records Officer	Office of Administration - Office of Information Technology
11/17/2021	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/19/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/22/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist