

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

N1-431-88-4

DATE RECEIVED

8-22-88

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Nuclear Regulatory Commission

2 MAJOR SUBDIVISION

Division of Security

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Robert Wade

5 TELEPHONE EXT

492-8540

DATE

9/15/89

ARCHIVIST OF THE UNITED STATES

[Signature]

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 5 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

7/10/89
7
ITEM
NO

C SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
Brenda Jo Shelton

D TITLE

Records Officer

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

The attached schedule covers textual records of the Nuclear Regulatory Commission drug testing program. There is no prior schedule for these records.

(See attached schedule)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

*Copy sent to agency
NCF, MNT, GRS, NHA 9/20/89*

NRC SCHEDULE 1

RECORDS COMMON TO MOST OFFICES

Part 9 Drug Testing Program

<u>Item No.</u>	<u>AUTHORIZED DISPOSITION</u>	<u>NARA APPROVED CITATION</u>
1. <u>Policies and Procedures for Administering Drug Testing Program</u>	Documentation generated or received and maintained by the Division of Security that is representative of the formulation and implementation of the agency's Drug Testing Program. Official records include background authority for program; e.g., E.O. 12564 and related legislation, NRC Drug Testing Plan, communications with HHS, including approval of NRC plan, and other supporting information that pertains to the development and implementation of the NRC Drug Testing Program.	Permanent. Offer to NARA when 10 yrs. old <i>in 5 year blocks.</i> Volume: 2 feet Annual accumulation: <1 foot
2. <u>Random Selection of Employees for Testing</u>	Records generated or received by the Headquarters Assistant Drug Program Coordinator (HQ ADPC) that officially document NRC's procedures for selecting employees for drug testing. Records generated or received by the HQ ADPC that officially document coordination with collection contractors and other NRC staff regarding the notification and scheduling of employees selected to be tested.	

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- a. Official, annotated, dated, signed "Random Test Lists" or other documentation that represent the employees, consultants or applicants slated for drug testing, documentation related to their selection, communications with collection contractors, supervisors, Regional ADPCs, site coordinators, etc. regarding the scheduling of employees for testing, collection contractor actual schedules for testing, and similar documentation that pertains to the notification and scheduling of employees selected for drug testing.

- (1) Records on tests yielding negative results for employees, consultants and for applicants who enter on duty with NRC.

Destroy when individual terminates employment or consultant relationship with NRC.

- (2) Records on tests yielding negative results for applicants who do not enter on duty with NRC.

Destroy two months after determination that applicant will not enter on duty.

- (3) Records on tests yielding positive results for employees and consultants.

Destroy following administrative/ judicial disposition and/or appeal rights of tested party or when the individual terminates employment or consultant relationship with the NRC, whichever is longer.

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- (4) Records on tests yielding positive results for applicants who do not enter on duty with NRC.

Destroy following administrative/judicial disposition and/or appeal rights of tested party or after six months, whichever is longer.

- b. Copies of scheduling documentation received from collection contractor upon termination of contract.

Review documentation for duplication. Consolidate non-duplicative material with official files maintained by Headquarters Assistant Drug Program Coordinator (HQ ADPC) and destroy duplicative material immediately.

- c. Documents and selection lists used by Regional ADPC's and Site Coordinators.

Transmit to Headquarters ADPC immediately after the collection of specimens is completed.

3. Drug Testing Program

- a. All records generated received and maintained by the Headquarters ADPC that document the actual procedures and process employed in administering drug testing, including data necessary to ensure proper chain of custody procedures and accountability controls.

Permanent. Offer to NARA when 10 years old *in 5 year blocks.*
Volume: 3 feet
Annual accumulation: <1 foot

- b. Copies of documentation received from the Medical Review Officer (MRO) and Collection Contractor upon termination of contract.

Review documentation for duplication. Consolidate non-duplicative material with official files maintained by Headquarters ADPC and destroy duplicative material immediately.

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4. Drug Testing Results

- a. All records generated, received and maintained by the Headquarters ADPC that support the results of each individual's drug testing, reports of individual drug testing results, notification of results to employees/employing personnel offices, notification of reasonable suspicion, post accident and followup testing and related documentation that pertains to drug testing results and the disposition thereof.

- (1) Records on tests yielding negative results for employees, consultants and for applicants who enter on duty with NRC.
- (2) Records on tests yielding negative results for applicants who do not enter on duty with NRC.
- (3) Records on tests yielding positive results for employees and consultants.
- (4) Records on tests yielding positive results for applicants who do not enter on duty with NRC.

Destroy when individual terminates employment or consultant relationship with NRC.

Destroy two months after determination that applicant will not enter on duty.

Destroy following administrative/judicial disposition and/or appeal rights of tested party or when the individual terminates employment or consultant relationship with the NRC, whichever is longer.

Destroy following administrative/judicial disposition and/or appeal rights of tested party or after six months whichever is longer.

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| b. | All records from the MRO used to support MRO's determination that individuals test results are accurate. Documentation includes evaluation of medical reports, results of interviews, written statements, information regarding the use of prescription or non-prescription drugs, type substance used in the past, frequency of use, and related documentation. | Review documentation for duplication. Consolidate non-duplicative material with official files maintained by Headquarters ADPC and destroy duplicative material immediately. |
| c. | Copies of documentation received from the MRO, the Collection Contractor, and the Laboratory Testing Contractor upon termination of contract. | Review documentation for duplication. Consolidate non-duplicative material with official files maintained by Headquarters ADPC and destroy duplicative material immediately. |
| d. | Statistical reports and other summary data which NRC may collect and develop in order to comply with annual reporting requirements to Congress on NRC drug testing activities. | Destroy when 5 years old. |

5. Disciplinary Action

- | | | | |
|----|---|---------------------------------------|-------------------|
| a. | Documentation generated, received and maintained by the supervisor to support disciplinary action taken against an employee because of illegal use of drugs, verified positive urinalysis findings, possession of illegal drugs on duty/agency property, drug trafficking, failure to comply with procedures during collection of specimen for drug testing, failure to provide specimen, tampering with specimen, and similar actions. | Destroy 4 years after case is closed. | GRS-1, Item 31.b. |
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