

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) Washington, DC 20408		JOB NUMBER <i>NI-GRS-93-4</i>	
1. FROM (Agency or establishment) U.S. Office of Personnel Management		DATE RECEIVED <i>8-2-93</i>	
2. MAJOR SUBDIVISION Personnel Systems and Oversight Group		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Labor Relations and Workforce Performance			
4. NAME OF PERSON WITH WHOM TO CONFER Brenda Hickey	5. TELEPHONE 703-908-8550		
		DATE <i>8/5/94</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> (for)

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 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 GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>JUL 7 1993</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Chief, IPD</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Federal Workplace Drug Testing Program Files</u></p> <p>e. <u>Test Results.</u> Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.</p> <p>(1) Negative test results.</p> <p>Disposition. Destroy when 3 years old. [See note (2).]</p> <p>(2) Positive test results.</p> <p>(a) Employees.</p> <p>Disposition. Destroy positive test results when the employee leaves the agency. [See note (2).]</p> <p>(b) Applicants not accepted for employment.</p> <p>Disposition. Destroy positive test results after 3 years. [See note (2).]</p> <p>[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 36 a-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).]</p> <p><i>Copies sent to agency, GRS, 8/16/94</i></p>	GRS 1/36.e.	

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	<p>COORDINATION:</p> <p><i>Allen H. Williams, Asst Dir. Federal Relations</i> (Name/Title) <i>And Workplace Performance</i></p> <p><i>6/16/93</i> (Date)</p>		



U.S. OFFICE OF PERSONNEL MANAGEMENT

JOHN R. ROGERS
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