

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0571-2024-0003

Status: APPROVED
Date Approved: 07/10/2024

General Information

Agency or Establishment	Pipeline and Hazardous Materials Safety Administration
Record/Scheduling Group	0571 - Records of the Pipeline and Hazardous Materials Safety Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Pipeline and Hazardous Materials Safety Administration
Schedule Subject	Drug & Alcohol Management Information System (DAMIS) Annual Reports
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0571-2024-0003

Item #	Title	Disposition
0001	Annual Reports	Temporary

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Records Schedule Items

DAA-0571-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Annual Reports	
Item Description	Annual DAMIS reports submitted electronically on DOT F Form F 1385 to Volpe by pipeline facility operators and their contractors with data concerning the previous calendar year's drug and alcohol tests. The information collected consists of 1) employer demographics and certifying official name and contact information, 2) the regulating DOT agency, 3) the number of employees subject to testing, broken out by employee category and total number in each category, 4) aggregate drug testing data broken out by test reason, number of negative, positive, refusal and canceled results, and 5) aggregate alcohol data broken out by test reason, number of test results below 0.02, between 0.02 and 0.039, 0.04 and above, refusals, and canceled results.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Cecilia Cho	03/08/2024
Approve	Colleen Shogan	07/10/2024