

Drug test positive results (GRS-1958)

Utah General Retention Schedule

Description

These are records of employee drug or alcohol tests which were found to be positive and any records that demonstrate rehabilitation. Information may include the functions performed by each employee who failed the test, the prohibited drugs used, the disposition of the employees (e.g. separation or rehabilitation), the person or entity performing the test, and the date and location of test.

Retention and Disposition

Retain for 5 years, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Human Resources

Effective

04/2018

Previous Schedule Number

SG-11-55