



Occupational Health Services of America, Inc.

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Dr. Bruce Irwin, & Dr. James M. Allen, AAMRO / January 1, 2009

Our staff at OHSA wishes each of you a very blessed New Year.

New is a wonderful word! It is a time to start over. When the "new" is given, decisions must be made as to what to do with the "old." What to keep and what to throw away are the questions to be answered.



The following is a listing of what to keep and what to throw away regarding drug and alcohol records:

Records that must be maintained for five (5) years:

- Alcohol test results of 0.04 or greater
- Positive drug screens
- Documentation of refusal to test (both alcohol and drug)
- Substance Abuse Professional evaluations and referrals
- Records related to the administration of your drug and alcohol program
- Copies of your annual drug and alcohol reports

Records that must be maintained for two (2) years:

- All of the above
- Records relating to your drug and alcohol process

Records that must be maintained for one (1) year:

- Records of all results
- Records of all cancelled tests
- Records of random lists and documentation of when completed

Records to be maintained indefinitely:

- Education and training on all employees
- Contracts and information on your Third Party Administrator

***REMEMBER...* if a record is required, it must be maintained.**

OHSA

Your healthy business is our priority