

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0035
Schedule Status Approved

Agency or Establishment Department of the Army
Record Group / Scheduling Group Army Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS)
Internal agency concurrences will be provided No

Background Information

AR 600-85, The Army Substance Abuse Program, provides comprehensive alcohol and drug abuse prevention and control policies, procedures, and responsibilities for Soldiers of all components, Army civilian corps members, and other personnel eligible for Army Substance Abuse Program (ASAP) services.

The proponent of this regulation is the Deputy Chief of Staff, G-1. In support of AR 600-85, The U.S. Army Medical Command submits for disposition the Forensic Toxicology Drug Testing Laboratory – IMS system. (FTDTL-IMS).

FTDTL-IMS provides a database to automate the tracking and documenting of urine specimens through the drug testing and validation process from the time the urine specimen is taken until final disposition of the specimen. FTDTL-IMS supports the DoD drug deterrence program for the readiness of the military forces and operates in facilities/units of the Drug Deterrence Office.

Source input originates at world-wide collection sites for each unit/base. Barcodes are scanned and data is keyed into FTDTL-IMS at the DoD Drug Testing Laboratories and are approved for disposition under RN 15-1kkk. System documentation includes record layouts, specifications, and code books which are covered under RN 25-1mmm.

Output for the FTDTL-IMS system contains: Drug Testing results.

- Laboratory testing reports and forensic documentation
- Electronic data files are provided to ADMITS, DAMIS, DMDC and are approved for disposition under RN 25-1jjjj.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2015-0035

Sequence Number	
1	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Positive Results Master Files/RN 600-85k/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2015-0035-0001
2	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Negative Results Master Files RN 600-85k/ACRS 600A/0-6 Disposition Authority Number: DAA-AU-2015-0035-0002

Records Schedule Items

Sequence Number					
1	<p>Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Positive Results Master Files/RN 600-85k/ACRS 600A/0-6</p> <p>Disposition Authority Number DAA-AU-2015-0035-0001</p> <p>Records in FTDTL-IMS includes Social Security Numbers, employer identification number, and drug testing results.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>AR 25-400-2</td> <td>The Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction K3. Positive Results, keep in CFA until record is 3 years old, then delete.</p> <p>Retention Period Destroy immediately after 3 years.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System (ARIMS)
Manual Citation	Manual Title				
AR 25-400-2	The Army Records Information Management System (ARIMS)				
2	<p>Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Negative Results Master Files RN 600-85k/ACRS 600A/0-6</p> <p>Disposition Authority Number DAA-AU-2015-0035-0002</p> <p>Records in FTDTL-IMS includes Social Security Numbers, employer identification number, and drug testing results.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>				

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
AR 25-400-2	The Army Records Information Management System (ARIMS)

Disposition Instruction

Cutoff Instruction

K1. Negative Results, keep in CFA until record is 1 year old, then delete.

Retention Period

Destroy immediately after 1 year

Additional Information

GAO Approval

Not Required

4

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
07/13/2015	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
05/10/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
05/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist