

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="370 421 1474 491">Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Positive Results Master Files/RN 600-85k/ACRS 600A/0-6</p> <p data-bbox="370 506 1105 542">Disposition Authority Number DAA-AU-2015-0035-0001</p> <p data-bbox="370 557 1455 627">Records in FTDTL-IMS includes Social Security Numbers, employer identification number, and drug testing results.</p> <p data-bbox="370 642 911 683">Final Disposition Temporary</p> <p data-bbox="370 697 846 738">Item Status Active</p> <p data-bbox="370 753 818 793">Is this item media neutral? Yes</p> <p data-bbox="370 808 805 927">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" data-bbox="370 959 1481 1102"> <thead> <tr> <th data-bbox="370 959 927 1008">Manual Citation</th> <th data-bbox="927 959 1481 1008">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1008 927 1057">AR 25-400-2</td> <td data-bbox="927 1008 1481 1102">The Army Records Information Management System (ARIMS)</td> </tr> </tbody> </table> <p data-bbox="370 1144 667 1185">Disposition Instruction</p> <p data-bbox="370 1200 1427 1278">Cutoff Instruction K3. Positive Results, keep in CFA until record is 3 years old, then delete.</p> <p data-bbox="370 1293 1219 1334">Retention Period Destroy immediately after 3 years.</p> <p data-bbox="370 1364 667 1400">Additional Information</p> <p data-bbox="370 1415 943 1455">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 data-bbox="370 1470 1370 1540">Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Negative Results Master Files RN 600-85k/ACRS 600A/0-6</p> <p data-bbox="370 1555 1105 1591">Disposition Authority Number DAA-AU-2015-0035-0002</p> <p data-bbox="370 1606 1455 1676">Records in FTDTL-IMS includes Social Security Numbers, employer identification number, and drug testing results.</p> <p data-bbox="370 1691 911 1732">Final Disposition Temporary</p> <p data-bbox="370 1747 846 1787">Item Status Active</p> <p data-bbox="370 1802 818 1842">Is this item media neutral? Yes</p> <p data-bbox="370 1857 805 1910">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

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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 Kinson Jones	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