

Request for Records Disposition Authority

Records Schedule Number **DAA-AU-2017-0002**
Schedule Status **Approved**

Agency or Establishment **Department of the Army**
Record Group / Scheduling Group **Army Undifferentiated**
Records Schedule applies to **Department-wide**
Schedule Subject **Laboratory Information Management System (LIMS)**
Internal agency concurrences will be provided **No**

Background Information **In support of AR 702-7, the Army Materiel Command (AMCOM) submits for disposition the Laboratory Information Management System (LIMS). LIMS is an automated laboratory notebook application that tracks and stores laboratory test requests and results, process inspections and evaluations, and aviation repair instructions.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AU-2017-0002

Sequence Number	
1	Laboratory Information Management System
1.1	Laboratory Information Management System (LIMS) Master Files, RN 702-7b/70 0A(0-6) Disposition Authority Number: DAA-AU-2017-0002-0001

Records Schedule Items

Sequence Number					
1	<p>Laboratory Information Management System The purpose of the LIMS system is to serve as an electronic laboratory notebook, documenting the results of laboratory testing and analysis. These records are often used as evidence in court cases involving aircraft accident investigations, failure analyses, product escapes, and environmental impacts. Input: Data is keyed into the system, migrated from analytical instruments, and scanned into the system and is approved for disposition under Input records covered by DAA-GRS-2013-0001-0001 Item 10 for hard copy and analog, and by DAA-GRS-2013-0001-0004 Item 20 for electronic input/source records. Output: Screens of information and ad hoc printouts. Automated system administrative outputs and reports are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DAA-GRS-0001-0006 Item 31. System documentation includes record layouts, users manual, specifications and code books. System documentation as defined in DAA-GRS-2013-0005-0003 is covered by Item 51.</p>				
1.1	<p>Laboratory Information Management System (LIMS) Master Files, RN 702-7b/700A(0-6)</p> <p>Disposition Authority Number DAA-AU-2017-0002-0001</p> <p>The master file includes but is not limited to laboratory reports and results of analyses, aviation accident investigation reports, aviation repair instructions, and Critical Safety Item frozen process plans. These documents contain aircraft identification numbers, component serial numbers, manufacturer's part numbers, shelf life and lot information, and submitter contact information.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>AR 25-400-2</td> <td>The Army Records Information Management System</td> </tr> </tbody> </table>	Manual Citation	Manual Title	AR 25-400-2	The Army Records Information Management System
Manual Citation	Manual Title				
AR 25-400-2	The Army Records Information Management System				

Disposition Instruction

Cutoff Instruction

Event is end of product lifecycle. Keep until event occurs, and then until no longer needed for conducting business, delete 5 years after the event.

Retention Period

Destroy no later than 5year(s) after the event.

Additional Information

GAO Approval

Not Required

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
12/06/2016	Certify	Shirley KinsonJones	Management Analyst	Army - Records Management and Declassification Agency
08/21/2017	Submit for Concurrency	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist