

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2015-0035

Status: INACTIVE

Date Approved: 05/18/2016

General Information

Agency or Establishment	Department of the Army
Record/Scheduling Group	AU - Army Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS)
Additional Schedule 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 25-1jjjjj.

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Is There a Classified Version of This
Schedule?

No

Is consultation and coordination with
Tribal Governments required?

Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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

Item #	Title	Disposition
0001	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Positive Results Master Files/RN 600-85k/ACRS 600A/0-6	Temporary
0002	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Negative Results Master Files RN 600-85k/ACRS 600A/0-6	Temporary

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Records Schedule Items

DAA-AU-2015-0035-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Positive Results Master Files/RN 600-85k/ACRS 600A/0-6
Item Description	Records in FTDTL-IMS includes Social Security Numbers, employer identification number, and drug testing results.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	AR 25-400-2
Manual Title	The Army Records Information Management System (ARIMS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item falls under 2.7.130 Employee drug test results on 01/05/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: K3. Positive Results, keep in CFA until record is 3 years old, then delete.
Retention Period	Destroy immediately after 3 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-AU-2015-0035-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Forensic Toxicology Drug Testing Laboratory – IMS (FTDTL-IMS) Negative Results Master Files RN 600-85k/ACRS 600A/0-6
Item Description	Records in FTDTL-IMS includes Social Security Numbers, employer identification number, and drug testing results.
Is this item media neutral?	Yes

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Is this item a Big Bucket?

MANUAL CITATION

Agency Code AR 25-400-2

Manual Title The Army Records Information Management System (ARIMS)

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities? No

Is this item a deviation from the GRS? No

DISPOSITION INSTRUCTION

DO NOT USE. This item falls under 2.7.131 Employee drug test results on 01/05/2026.

Final Disposition Temporary

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

Retention Period Destroy immediately after 1 year.

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?

GAO Approval Required No

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Signatory Information

Action	User	Date
Approve	David Ferriero	05/18/2016