

Request for Records Disposition Authority

Records Schedule Number **DAA-0170-2014-0002**
Schedule Status **Approved**

Agency or Establishment **Drug Enforcement Administration**
Record Group / Scheduling Group **Records of the Drug Enforcement Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Records Amendments and/or Corrections File**
Internal agency concurrences will be provided **No**

Background Information These files document the adjudication and administrative actions taken regarding requests for corrections, amendments or removal of records, files or information in a system. These requests do not include requests brought by individuals under the Privacy Act, 5 U.S.C. 552a.

Note that investigative case files in the IMPACT system are under a separate disposition authority (DAA-0170-2013-0004).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0170-2014-0002

Sequence Number

1

Records Amendments and/or Corrections Files

Disposition Authority Number: DAA-0170-2014-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Records Amendments and/or Corrections Files</p> <p>Disposition Authority Number DAA-0170-2014-0002-0001</p> <p>Files contain copies of case control sheets, requests, memoranda, supporting documentation, and correspondence related to the adjudication of the request.</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Date of administrative action</p> <p>Retention Period Destroy 3 year(s) after date of administrative action</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
10/31/2013	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
06/04/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/09/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/10/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/12/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist