

Request for Records Disposition Authority

Records Schedule Number DAA-0170-2013-0004
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 Investigative Management Program and Case Tracking (IMPACT)
Internal agency concurrences will be provided No

Background Information These files relate to those activities of drug/narcotic enforcement pertaining to criminal/regulatory investigations, drug abuse prevention, and other enforcement-related operations.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0170-2013-0004

Sequence Number	
1	IMPACT
1.1	Numbered Investigative Case Files Disposition Authority Number: DAA-0170-2013-0004-0001
1.2	General Investigative Files Disposition Authority Number: DAA-0170-2013-0004-0002

Records Schedule Items

Sequence Number	
1	<p>IMPACT IMPACT is a mission critical, on-line interactive application that facilitates the management of investigative records.</p>
1.1	<p>Numbered Investigative Case Files</p> <p>Disposition Authority Number DAA-0170-2013-0004-0001</p> <p>DEA Reports of investigation concerning offenses related to violations of drug/narcotic laws and required inspections of registrant activities. Included are DEA reports investigation (DEA Form 6) and supporting documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>GRS or Superseded Authority Citation N1-170-94-1, 601-07, and NC1-170-77-1, 601-08</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at close of case.</p> <p>Retention Period Destroy 25 year(s) after close of case</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>General Investigative Files</p> <p>Disposition Authority Number DAA-0170-2013-0004-0002</p> <p>DEA reports of investigation that are limited in scope concerning individuals, firms, ships, or related subjects pertinent to violations of drug narcotic laws or DEA registrant activities. Included are numbered and unnumbered general investigative files. Name and program general files procedures are outlined in Chapter 62 of the DEA Agents Manual.</p> <p>Final Disposition Temporary</p>

Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-170-94-1, 601-08, and NC1-170-77-1, 601-08
Disposition Instruction	
Cutoff Instruction	Cut off 6 years after last activity or last date of correspondence.
Retention Period	Destroy 25 year(s) after cutoff.
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
07/11/2013	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
09/02/2014	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
09/04/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/04/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist