

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0170-2013-0004

Sequence Number	
1	<b>IMPACT</b>
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	<b>IMPACT</b> IMPACT is a mission critical, on-line interactive application that facilitates the management of investigative records.
1.1	<b>Numbered Investigative Case Files</b> Disposition Authority Number      DAA-0170-2013-0004-0001  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.  Final Disposition                      Temporary Item Status                              Active 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      Yes GRS or Superseded Authority Citation      N1-170-94-1, 601-07, and NC1-170-77-1, 601-08  Disposition Instruction Cutoff Instruction                      Cut off at close of case. Retention Period                        Destroy 25 year(s) after close of case  Additional Information GAO Approval                            Not Required
1.2	<b>General Investigative Files</b> Disposition Authority Number      DAA-0170-2013-0004-0002  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.  Final Disposition                        Temporary

Item Status	Active
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off 6 years after last activity or last date of correspondence.
Retention Period	Destroy 25 year(s) after cutoff.
<b>Additional Information</b>	
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