

## Request for Records Disposition Authority

Records Schedule Number      DAA-0170-2014-0001  
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                Intelligence Case Support Files  
Internal agency concurrences will be provided      No

Background Information            Records are primarily created by the Office of Intelligence to include the intelligence function absorbed from the National Drug Intelligence Center (NDIC).

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0170-2014-0001

Sequence Number	
1	Intelligence Case Support Files Disposition Authority Number: DAA-0170-2014-0001-0001

Records Schedule Items

Sequence Number

1

**Intelligence Case Support Files**

Disposition Authority Number      **DAA-0170-2014-0001-0001**

Copies of field requests, responses by the Office of Intelligence, and finished products created from intelligence file reviews, telephone toll analyses, informant briefings and defendant questionings, document analysis, link analysis charts, case analyses, and financial intelligence assessments. The original documents are filed in investigative files (601-07, 601-08, and 601-09). These files may be in electronic or hardcopy (non-electronic), or both.

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**

Manual Citation	Manual Title
701-01	DEARIS, Intelligence Case Support Files

GRS or Superseded Authority Citation      **N1-170-89-1, item 701-01**

**Disposition Instruction**

Retention Period                      **Destroy when 90 days old or whenever no longer needed for reference, whichever is sooner.**

**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
10/29/2013	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
02/10/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
02/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/10/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/11/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist