

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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1
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Records Amendments and/or Corrections Files Disposition Authority Number: DAA-0170-2014-0002-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="373 421 1015 453"><b>Records Amendments and/or Corrections Files</b></p> <p data-bbox="373 474 1149 506">Disposition Authority Number      <b>DAA-0170-2014-0002-0001</b></p> <p data-bbox="373 527 1437 602"><b>Files contain copies of case control sheets, requests, memoranda, supporting documentation, and correspondence related to the adjudication of the request.</b></p> <p data-bbox="373 623 922 655">Final Disposition                      <b>Temporary</b></p> <p data-bbox="373 666 857 697">Item Status                                <b>Active</b></p> <p data-bbox="373 719 833 751">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="373 772 833 900">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p data-bbox="373 921 833 1006">Do any of the records covered by this item exist as structured electronic data?                          <b>Yes</b></p> <p data-bbox="373 1038 678 1070"><b>Disposition Instruction</b></p> <p data-bbox="373 1091 1166 1123">Cutoff Instruction                        <b>Date of administrative action</b></p> <p data-bbox="373 1144 1474 1176">Retention Period                         <b>Destroy 3 year(s) after date of administrative action</b></p> <p data-bbox="373 1219 678 1251"><b>Additional Information</b></p> <p data-bbox="373 1272 963 1304">GAO Approval                              <b>Not Required</b></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