

### Request for Records Disposition Authority

Records Schedule Number        **DAA-0170-2014-0004**

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                **Registration Application Files**

Internal agency concurrences will be provided    **No**

Background Information         **These files relate to the control of legally manufactured drugs.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0170-2014-0004

Sequence Number	
1	Registration Application Files
1.1	Registration Application Files Disposition Authority Number: DAA-0170-2014-0004-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Registration Application Files</b> These Files relate to the control of legally manufactured drugs.</p>				
1.1	<p><b>Registration Application Files</b> Disposition Authority Number      <b>DAA-0170-2014-0004-0001</b></p> <p>An electronic system of individuals and/or companies who currently do or propose to manufacture, distribute, import, export or dispense controlled substances. Handlers of controlled substances are required to register under the Comprehensive Drug Abuse Prevention and Control Act of 1970. Note: All inputs, outputs and system documentation are covered by GRS 20.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>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>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">630-05</td> <td>DEA Records Information System (DEARIS) Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>NC1-170-77-1 / 1220-09 N1-170-89-1 / 630-05 N1-170-89-1 / 1220-44</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Date placed in historical file</b></p> <p>Retention Period                      <b>Destroy 15 year(s) after date placed in historical file</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	630-05	DEA Records Information System (DEARIS) Handbook
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630-05	DEA Records Information System (DEARIS) Handbook				

## 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
04/09/2014	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/26/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/28/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/28/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist