

Request for Records Disposition Authority

Records Schedule Number DAA-0170-2017-0001
 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 Communication Files
 Internal agency concurrences will be provided No

Background Information These files accumulate from developing, administering, operating, and maintaining communications facilities and equipment, including services, security, and logistics.
 These files are kept by Operations, Inspection, Information Systems, and Administration.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 4 | 0 | 4 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0170-2017-0001

| Sequence Number | |
|-----------------|--|
| 1 | Command Center Operations Files Disposition Authority Number: DAA-0170-2017-0001-0001 |
| 2 | Communications Equipment and Service Files Disposition Authority Number: DAA-0170-2017-0001-0002 |
| 3 | COMSEC Files |
| 3.1 | COMSEC Field Account Files Disposition Authority Number: DAA-0170-2017-0001-0003 |
| 3.2 | COMSEC Central Office of Record Files Disposition Authority Number: DAA-0170-2017-0001-0004 |

Records Schedule Items

| | | |
|-----------------|---|--|
| Sequence Number | | |
| 1 | <p>Command Center Operations Files</p> <p>Disposition Authority Number DAA-0170-2017-0001-0001</p> <p>Records created, received, or maintained related to the operation of the Command Center, transmission or receipt of electrically transmitted messages, and notifications of activity. Includes, but is not limited to: registers, logs, work orders, reports, messages, tracers, and administrative information regarding message traffic.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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> | |
| | Manual Citation | Manual Title |
| | 2410 | DEA Records Information System (DEARIS) Handbook |
| | <p>GRS or Superseded Authority Citation NC1-170-77-001 / 990-01 NC1-170-77-001 / 990-02 NC1-170-77-001 / 990-04 NC1-170-77-001 / 990-05 NC1-170-77-001 / 990-06 DAA-GRS-2016-0012-0001, in part DAA-GRS-2016-0012-0002, in part</p> | |
| | <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of fiscal year in which work was completed or message is received.</p> <p>Retention Period Destroy 7 year(s) after cut off.</p> | |
| | <p>Additional Information</p> <p>GAO Approval Not Required</p> | |

2

Communications Equipment and Service Files

Disposition Authority Number DAA-0170-2017-0001-0002

Records that reflect the operation, acquisition, maintenance, and disposal of communication services, equipment, facilities, networks and systems. Includes, but is not limited to: inventories, registers, logs, work orders, reports, and administrative information regarding communication equipment.

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 |
|-----------------|--|
| 2420 | DEA Records Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation NC1-170-77-001 / 970-01
 NC1-170-77-001 / 970-02/A
 NC1-170-77-001 / 970-02/B
 NC1-170-77-001 / 970-03/A
 NC1-170-77-001 / 970-03/B
 NC1-170-77-001 / 970-04/A
 NC1-170-77-001 / 970-04/B
 NC1-170-77-001 / 970-05
 NC1-170-77-001 / 980-01
 DAA-GRS-2016-0011-0001, in part
 DAA-GRS-2016-0011-0004, in part
 DAA-GRS-2013-0005-0004, in part
 DAA-GRS-2013-0003-0002, in part

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Retention Period Destroy 5 year(s) after cut off.

Additional Information

GAO Approval Not Required

3

COMSEC Files

3.1

Description: Records that relate to establishing viable work efforts as it pertains to transmission of classified data, secure voice, classified keying material and compliance with national policies for safeguarding controlled cryptographic items which include associated paper and electronic document files prepared by DEA COMSEC Accounts. Includes, but are not limited, to the below listed records: • COMSEC Material Report (SF-153) • Inventory report • DEA Form-56, Cryptographic Access Form • Equipment briefing: • Equipment transfers • Receipts • Destructions • Inventories • Audits • Briefs • Briefs for all COMSEC Accounts

COMSEC Field Account Files

Disposition Authority Number DAA-0170-2017-0001-0003

COMSEC documents created, received, or maintained in DEA's field offices.

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 |
|-----------------|--|
| 2431 | DEA Records Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation NC1-170-77-001 / 230-01
 NC1-170-77-001 / 230-02
 NC1-170-77-001 / 230-03
 NC1-170-77-001 / 230-04
 NC1-170-77-001 / 230-05/A
 NC1-170-77-001 / 230-05/B
 NC1-170-77-001 / 230-06
 NC1-170-77-001 / 230-07/A
 NC1-170-77-001 / 230-07/B
 NC1-170-77-001 / 230-11
 NC1-170-77-001 / 230-12
 DAA-GRS-2016-0011-0001, in part
 DAA-GRS-2016-0011-0008, in part

Disposition Instruction

3.2

Cutoff Instruction Cut off for DEA Form 56 when personnel no longer requires access; for all other records, end of calendar year.

Retention Period Destroy 3 year(s) after cut off.

Additional Information

GAO Approval Not Required

COMSEC Central Office of Record Files

Disposition Authority Number DAA-0170-2017-0001-0004

COMSEC documents created, received, or maintained in DEA's Central Office of Record.

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 |
|-----------------|--|
| 2432 | DEA Records Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation NC1-170-77-001 / 230-01
NC1-170-77-001 / 230-02
NC1-170-77-001 / 230-03
NC1-170-77-001 / 230-04
NC1-170-77-001 / 230-05/A
NC1-170-77-001 / 230-05/B
NC1-170-77-001 / 230-06
NC1-170-77-001 / 230-07/A
NC1-170-77-001 / 230-07/B
NC1-170-77-001 / 230-11
NC1-170-77-001 / 230-12
DAA-GRS-2016-0011-0001, in part
DAA-GRS-2016-0011-0008, in part

Disposition Instruction

| | |
|------------------------|---|
| Cutoff Instruction | Cut off when equipment is removed from service or when personnel no longer requires access. |
| Retention Period | Destroy 25 year(s) after cut off. |
| 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 |
|------------|--------------------------|-----------------|---|--|
| 08/21/2017 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 08/22/2017 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 08/22/2017 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 08/22/2017 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 08/25/2017 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 08/25/2017 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 08/28/2017 | Submit For Certification | Deidra Thornton | Records and Information Management Specialist | Office of Administration - Records Management Unit |
| 08/28/2017 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 10/18/2017 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration |

| | | | | |
|------------|--------------------------|-----------------|---|---|
| | | | | - ACRA Appraisal Team 1 |
| 11/03/2017 | Submit For Certification | Deidra Thornton | Records and Information Management Specialist | Office of Administration - Records Management Unit |
| 11/16/2017 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 11/16/2017 | Submit For Certification | Deidra Thornton | Records and Information Management Specialist | Office of Administration - Records Management Unit |
| 11/16/2017 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 01/26/2018 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 01/29/2018 | Submit For Certification | Deidra Thornton | Records and Information Management Specialist | Office of Administration - Records Management Unit |
| 01/30/2018 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 01/30/2018 | Submit For Certification | Deidra Thornton | Records and Information Management Specialist | Office of Administration - Records Management Unit |
| 01/30/2018 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 04/20/2018 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 04/20/2018 | Submit For Certification | Deidra Thornton | Records and Information Management Specialist | Office of Administration - Records Management Unit |

| | | | | |
|------------|------------------------|------------------|---|--|
| 04/20/2018 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 08/09/2018 | Submit for Concurrence | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 08/16/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/16/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/17/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |