

Request for Records Disposition Authority

Records Schedule Number **DAA-0170-2017-0002**

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 **Transportation (Aviation/Marine/Vehicle) Files**

Internal agency concurrences will be provided: **No**

Background Information **These files accumulate from operating aircraft, marine vessels, and vehicles during DEA missions. These files are maintained by Aviation and Operations.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0170-2017-0002

Sequence Number

1

Transportation Mission Files

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

Records Schedule Items

Sequence Number		
1	<p>Transportation Mission Files</p> <p>Disposition Authority Number DAA-0170-2017-0002-0001</p> <p>Records that identify the purpose and justification for use of transportation or conveyance in conjunction with enforcement activities; this includes passenger listing, cargo manifests, final reports, and supporting documentation.</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
	2900	DEA Records Information System (DEARIS) Handbook
	<p>GRS or Superseded Authority Citation N1-170-94-001 / 1180-01 DAA-GRS-2016-0011-0001, in part DAA-GRS-2016-0011-0015, in part</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of mission.</p> <p>Retention Period Destroy 3 year(s) after cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</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
08/21/2017	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	Submit For Certification	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/25/2017	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
11/15/2017	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
02/23/2018	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist