

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0170-2018-0001
Schedule Status Returned Without Action

Agency or Establishment Drug Enforcement Administration
Record Group / Scheduling Group Records of the Drug Enforcement Administration
Records Schedule applies to Agency-wide
Schedule Subject Finance
Internal agency concurrences will be provided No

Background Information These files pertain to detailed accounting of receipts and disbursements of DEA funds; summarize DEA financial transactions; nature of receipts and expenditure of funds; procurement of equipment, services, supplies, and other materials; individual procurement actions; and contracting bids/proposals, evaluations, negotiations, awards, options, modifications, and agreements. These files are kept in every office in DEA.

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

Outline of Records Schedule Items for DAA-0170-2018-0001

| Sequence Number | |
|-----------------|--|
| 1 | Budget Files Disposition Authority Number: DAA-0170-2018-0001-0001 |
| 2 | Procurement and Obligations Files Disposition Authority Number: DAA-0170-2018-0001-0002 |
| 3 | Transportation and Travel Files Disposition Authority Number: DAA-0170-2018-0001-0003 |
| 4 | Manpower and Staffing Files Disposition Authority Number: DAA-0170-2018-0001-0004 |

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

Records Schedule Items

| Sequence Number | | | | | |
|-----------------|---|-----------------|--------------|------|--|
| 1 | <p>Budget Files</p> <p>Disposition Authority Number DAA-0170-2018-0001-0001</p> <p>Records pertaining to the financial statements of an administration and plans for coordination of resources and expenditures, both actual and proposed. May include, but is not limited to: final submission to OMB and Congress; justifying statements; briefing materials; pass-back information and agency appeals; testimony, allotments; limitations; apportions; authorized appropriations; rescissions and deferrals; budgets and plans; utilizations; reviews; narratives; reports; data; and related correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>1210</td><td>DEA Records and Information System (DEARIS) Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation NC1-170-77-1 / 130-03/a NC1-170-77-1 / 130-03/b NC1-170-77-1 / 130-04/a/2 NC1-170-77-1 / 130-04/b NC1-170-77-1 / 130-05/a NC1-170-77-1 / 130-05/b NC1-170-77-1 / 130-06/a NC1-170-77-1 / 130-06/b NC1-170-77-1 / 410-01 NC1-170-77-1 / 410-02 NC1-170-77-1 / 410-03</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon final closeout of the fiscal year.</p> | Manual Citation | Manual Title | 1210 | DEA Records and Information System (DEARIS) Handbook |
| Manual Citation | Manual Title | | | | |
| 1210 | DEA Records and Information System (DEARIS) Handbook | | | | |

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

2

Retention Period Destroy 10 year(s) after cut off.

Additional Information

GAO Approval Not Required

Procurement and Obligations Files

Disposition Authority Number DAA-0170-2018-0001-0002

Records created, received, or maintained that are related to procuring goods and services, paying bills, collecting debts, and accounting. My include, but is not limited to: contracts; requisitions; orders; agreements; solicitations and proposals; card statements; invoices; leases; status reports; awards; employee relocations; cash transactions; lists and logs; debits and credits; fee and fine collections; garnishments; vouchers; accountable officer's records; correspondence; and related materials.

Final Disposition Temporary

Item Status Withdrawn

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 |
|-----------------|--|
| 1220 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation NC1-170-77-1 / 401-05
N1-170-86-2 / 401-25
NC1-170-77-1 / 410-05
NC1-170-77-1 / 410-06
NC1-170-77-1 / 480-07
N1-170-89-1 / 480-10
N1-170-02-1 / 490-06
N1-170-02-1 / 490-07
N1-170-02-1 / 490-09
NC1-170-77-1 / 601-03/a
NC1-170-77-1 / 601-03/b
N1-170-03-7 / 630-16/b/2
DAA-GRS-2013-0003-0001, in part
DAA-GRS-2016-0001-0003
N1-GRS-87-14 item 1

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

N1-170-02-2 / 480-08

Disposition Instruction

Cutoff Instruction

Cut off at end of fiscal year in which transaction was complete.

Retention Period

Destroy 6 year(s) after cut off.

Additional Information

GAO Approval

Not Required

Transportation and Travel Files

Disposition Authority Number DAA-0170-2018-0001-0003

Records created, received, or maintained that are related to the movement of DEA personnel or equipment. May include, but is not limited to: travel vouchers and requests; common carrier payments; bills of lading; taxes withheld from travel; fund advances; transportation vouchers and requests; tax exemption certificates; overdue or delinquent travel advances; FBI approved DEA foreign travel; U.S. Customs approved DEA foreign travel; temporary duty; passports and visas; itineraries; disposal or acquiring of lodging; transportation subsidies; correspondence; and other related materials.

Final Disposition

Temporary

Item Status

Withdrawn

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 |
|-----------------|--|
| 1230 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation

NC1-170-77-1 / 401-07
NC1-170-77-1 / 401-10
NC1-170-77-1 / 401-15
N1-170-86-1 / 401-24
N1-170-94-1 / 601-23
N1-170-94-1 / 601-24
N1-170-94-1 / 1140-06/a
N1-170-94-1 / 1140-06/b

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

DAA-GRS-2013-0003-0001
DAA-GRS-2017-0007-0013
DAA-GRS-2016-0015-0017
DAA-GRS-2016-0015-0018

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year in which transaction was complete.

Retention Period Destroy 6 year(s) after cut off.

Additional Information

GAO Approval Not Required

Manpower and Staffing Files

Disposition Authority Number DAA-0170-2018-0001-0004

Records that capture the creation, receipt, and maintenance of manning and staffing; such as: methods of analysis for personnel requirements, workload forecasting, contracting requirements and obligations, work performance levels, and studies and recommendations. May include, but is not limited to: surveys; contracting officer's binders; illegal procurement incidents; organization files; delegations; designations; reduction-in-force justifications; retention and competition files; correspondence; and other related material.

Final Disposition Temporary

Item Status Withdrawn

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 |
|-----------------|--|
| 1240 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation N1-170-86-1 / 160-01/a
N1-170-86-1 / 160-01/b
NC1-170-77-1 / 160-02/a
NC1-170-77-1 / 160-02/b
NC1-170-77-1 / 160-03
NC1-170-77-1 / 160-04/a

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

NC1-170-77-1 / 160-04/b
N1-170-89-1 / 480-02/a
N1-170-89-1 / 480-02/b
N1-170-89-1 / 480-02/c
N1-170-89-1 / 480-05
NC1-170-77-1 / 520-03
N1-170-94-1 / 560-13
N1-170-89-1 / 1220-21/a
N1-170-89-1 / 1220-43
NC1-170-77-1 / 510-03/c
DAA-GRS-2017-0007-0002

Disposition Instruction

Cutoff Instruction

Cut off at end of fiscal year in which forecast was generated.

Retention Period

Destroy 6 year(s) after cut off.

Additional Information

GAO Approval

Not Required

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0001

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 |
|------------|-----------------------|----------------|--------------------------------|---|
| 12/06/2017 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 12/12/2017 | Return to Submitter | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 12/12/2017 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 01/12/2018 | Return for Revision | Andreea Vlaicu | Archives Specialist | National Archives and Records Administration - Records Management Operations Appraisal Team 1 |
| 07/09/2018 | Return Without Action | Andreea Vlaicu | Archives Specialist | National Archives and Records Administration - Records Management Operations Appraisal Team 1 |

WITHDRAWN - RETURNED WITHOUT ACTION