

WITHDRAWN -- RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0004

Request for Records Disposition Authority

Records Schedule Number DAA-0170-2018-0004

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 Information Management Services

Internal agency concurrences will be provided No

Background Information These files are kept throughout DEA to ensure informational integrity of DEA's mission and responsibility to the public.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | 6 |

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0004

Outline of Records Schedule Items for DAA-0170-2018-0004

| Sequence Number | |
|-----------------|---|
| 1 | Short Term Public Release Files Disposition Authority Number: DAA-0170-2018-0004-0001 |
| 2 | Long Term Public Release Files Disposition Authority Number: DAA-0170-2018-0004-0002 |
| 3 | Congressional Affairs Files Disposition Authority Number: DAA-0170-2018-0004-0003 |
| 4 | Records Management & Library Control Files Disposition Authority Number: DAA-0170-2018-0004-0004 |
| 5 | Forms and Collections Files Disposition Authority Number: DAA-0170-2018-0004-0005 |
| 6 | Mail Management, Internal Publications, and Graphics Files Disposition Authority Number: DAA-0170-2018-0004-0006 |

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Records Schedule: DAA-0170-2018-0004

Records Schedule Items

Sequence Number

1

Short Term Public Release Files

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

Records that are generated from programs designed to keep the public informed of DEA activities. May include, but is not limited to: Freedom of Information Act, Privacy Act, social media, pamphlets, correspondence, DEA website and social media accounts, ribbons, patches, judicial releases, media releases, drug abuse prevention, charitable and community outreach programs.

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 |
|-----------------|--|
| 1811 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation DAA-0060-2014-0004-0001 / 060-12/a
DAA-060-2014-0004-0002 / 060-12/b
NC1-170-77-1 / 330-02
N1-170-89-1 / 370-03/b
N1-170-89-1 / 370-03/c
NC1-170-77-1 / 370-04
NC1-170-77-1 / 370-07
NC1-170-77-1 / 370-09
NC1-170-77-1 / 370-10
NC1-170-77-1 / 370-11
NC1-170-77-1 / 370-12
NC1-170-77-1 / 370-14/a/2
NC1-170-77-1 / 370-14/b
NC1-170-77-1 / 370-15/a/1
NC1-170-77-1 / 370-15/b
N1-170-03-4 / 1220-60/a
N1-170-94-1 / 370-26

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Records Schedule: DAA-0170-2018-0004

DAA-170-2014-0003 / 390-02/a
DAA-GRS-2013-0007-0001
DAA-GRS-2016-0002-0001
DAA-GRS-2016-0002-0004
DAA-GRS-2013-0007-0007
NC1-64-77-1 / 27
DAA-GRS-2015-0002-0001
DAA-GRS-2015-0002-0002
DAA-GRS-2016-0005-0002
DAA-GRS-2016-0005-0003
DAA-GRS-2017-0002-0001
DAA-GRS-2017-0002-0002

Disposition Instruction

Cutoff Instruction

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

Retention Period

Destroy 6 year(s) after cut off

Additional Information

GAO Approval

Not Required

Long Term Public Release Files

Disposition Authority Number

DAA-0170-2018-0004-0002

Records that are generated from public inquiry about the Federal Register, sensitive and classified information for research, and proprietary contracting methods.

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 |
|-----------------|--|
| 1812 | DEA Records and Information Management (DEARIS) Handbook |

GRS or Superseded Authority Citation

N1-170-04-4 / 301-04/a
NC1-170-77-1 / 370-05

2

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0004

3

NC1-170-77-1 / 370-06
DAA-GRS-2017-0012-0001
DAA-GRS-2017-0012-0002
DAA-GRS-2017-0012-0003
DAA-GRS-2017-0012-0004

Disposition Instruction

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

Retention Period Destroy no sooner than 15 year(s) after cut off but longer retention is authorized

Additional Information

GAO Approval Not Required

Congressional Affairs Files

Disposition Authority Number DAA-0170-2018-0004-0003

Records relating to congressional visits, inquiries, liaisons, hearings, committees, and pending legislation. Not to include inquiries related to budget, appropriations, financial matters, or release of safeguarded information.

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 |
|-----------------|--|
| 1820 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation
NC1-170-77-1 / 360-01/a/2
NC1-170-77-1 / 360-03/a
NC1-170-77-1 / 360-03/b
NC1-170-77-1 / 360-04
NC1-170-77-1 / 360-05
N1-170-89-1 / 360-06
N1-170-89-1 / 360-07
N1-170-89-1 / 360-09/a

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0004

N1-170-89-1 / 360-09/b
N1-170-89-1 / 360-10/b
DAA-GRS-2015-0001-0005, in part
DAA-GRS-2015-0001-0006, in part

Disposition Instruction

Cutoff Instruction

Cut off at the end of the congressional term.

Retention Period

Destroy between 5 year(s) and 10 year(s) after cut off

Additional Information

GAO Approval

Not Required

Records Management & Library Control Files

Disposition Authority Number

DAA-0170-2018-0004-0004

Records that result from the managing, creation, transmission, maintenance, use, and disposition of DEA information and records.

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 |
|-----------------|--|
| 1830 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation

N1-170-89-1 / 1220-18
NC1-170-77-1 / 1320-02
NC1-170-77-1 / 1330-03
NC1-170-77-1 / 1330-04
NC1-170-77-1 / 1330-05
NC1-170-77-1 / 1330-06
NC1-170-89-1 / 1330-08
DAA-GRS-2013-0002-0016
DAA-GRS-2013-0002-0007
DAA-GRS-2013-0002-0008
DAA-GRS-2013-0002-0015
DAA-GRS-2015-0003-0001

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Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0004

5

DAA-GRS-2015-0003-0002
DAA-GRS-2015-0003-0003

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year in which item was disposed.

Retention Period Destroy no sooner than 6 year(s) after cut off but longer retention is authorized

Additional Information

GAO Approval Not Required

Forms and Collections Files

Disposition Authority Number DAA-0170-2018-0004-0005

Records relating to planning, executing, standardizing, designing, constructing, and controlling forms and information collections.

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 |
|-----------------|--|
| 1840 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation N1-170-89-1 / 1310-01
NC1-170-77-1 / 1310-02
DAA-GRS-2013-0002-0009
DAA-GRS-2017-0008-0005

Disposition Instruction

Cutoff Instruction Cut off in fiscal year that form or collection is retired.

Retention Period Destroy 6 year(s) after cut off

Additional Information

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0170-2018-0004

6

GAO Approval Not Required

Mail Management, Internal Publications, and Graphics Files

Disposition Authority Number DAA-0170-2018-0004-0006

Records that relate to the design, creation, and handling of physical correspondence and internal information resources.

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 |
|-----------------|--|
| 1850 | DEA Records and Information System (DEARIS) Handbook |

GRS or Superseded Authority Citation

N1-170-03-6 / 370-27
 N1-170-02-2 / 480-09
 NC1-170-77-1 / 1150-04
 N1-170-94-1 / 1150-07
 NC1-170-77-1 / 1160-01
 NC1-170-77-1 / 1160-02
 NC1-170-77-1 / 1160-04
 NC1-170-77-1 / 1160-05
 NC1-170-77-1 / 1160-07
 DAA-GRS-2016-0012-0002
 DAA-GRS-2017-0006-0006
 DAA-GRS-2016-0012-0001, in part
 DAA-GRS-2016-0012-0003
 DAA-GRS-2016-0012-0004
 DAA-GRS-2016-0005-0003

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year in which project was complete or item was received.

Retention Period Destroy 3 year(s) after cut off

Additional Information

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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 |
|------------|-----------------------|---------------|--------------------------------|--|
| 01/10/2018 | Certify | Janet Gardner | Chief, records Management Unit | Drug Enforcement Administration - Records Management Unit |
| 10/31/2018 | Return Without Action | Galen Wilson | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |