

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-170-00-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-08-00</i>	
1 FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION OFFICE OF THE ADMINISTRATOR			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER JOHN L. NATTINGER	4 TELEPHONE NUMBER 202-307-8003	DATE <i>4-2-01</i>	ARCHIVIST OF THE UNITED STATES <i>J.W. Paul</i>
5 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 on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>MARCH 13, 2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> James L. Greene		TITLE Records Officer 202-307-7712
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

OFFICIAL RECORDS OF DEA ADMINISTRATOR
DRUG ENFORCEMENT ADMINISTRATION

1. Records documenting the accomplishments, programs, activities, and projects of the Administrator. The official records of the Administrator are maintained by the Executive Assistant.

- a. Subject Files. Arranged alphabetically by subject.
Volume: approximately 8.0 cubic feet per year.

Disposition: Permanent. Cut off at the end of the Administrator's tenure and retire to off-site storage 2 years after cutoff. Transfer to the National Archives 15 years after cut off.

- b. Chronological Files. Signed outgoing correspondence and attachments from latest to earliest date of signature.

Volume: 5 cubic feet per year.

Disposition: Temporary. Cut off annually and retire to off-site storage. Destroy 6 years after cut off.

- c. Working files of the Administrator maintained under the supervision of the Executive Assistant. Includes calendars, appointment books, schedules, briefing books, binders, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, seminars, and other activities that contain unique and substantive information relating to official activities of the Administrator.

Arrangement varies.

Volume: 5 cubic feet per year.

Disposition: Permanent. Cut off at the end of the Administrator's tenure and retire to off-site storage 2 years after cutoff. Transfer to the National Archives 15 years after cut off.

- d. Records documenting the Administrator's participation in committees and conferences (joint, intra-agency, and international). Included are agenda, minutes, final reports, and related records documenting the accomplishments and actions by the Administrator.

Arrangement: Chronological.

Volume: 5 cubic feet per year.

Disposition: Permanent. Cut off at the end of the Administrator's tenure and retire to off-site storage 2 years after cut off. Transfer to the National Archives 15 years after cut off.

- e. Electronic copies, *including e-mail and word processing copies.*

Disposition: Temporary. Delete after recordkeeping copy has been produced.

2. Records documenting the activities and projects of the Executive Assistant and Special Assistant to the Administrator. Included are calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities that contain unique and substantive information relating to the official activities of the Administrator's staff.

- a. Recordkeeping copy.

Disposition: Temporary. Cut off at the end of each Administrator's tenure or when the individual departs the Administrator's staff and retire to off-site storage 2 years after cut off. Destroy 8 years after cut off.

- b. Electronic copies, *including e-mail and word processing Copies.*

Disposition: Temporary. Delete after recordkeeping copy has been produced.

3. Deputy Administrator's Chronological Files. Signed outgoing correspondence from earliest date of signature.

Volume: 3 cubic feet per year.

- a. Recordkeeping copies.

Disposition: Temporary. Cut off at the end of the Deputy Administrator's tenure and retire to off-site storage 2 years after cut off. Destroy 15 years after cut off.

- b. Electronic copies, *including e-mail and word processing Copies.*

Disposition: Temporary. Delete after recordkeeping copy has been produced.

NOTE: All records shall be placed in boxes and sealed prior to transfer to off-site storage. Only authorized Drug Enforcement Administration personnel shall retrieve records from the boxes at off-site storage.