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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1 FROM (Agency or establishment) Drug Enforcement Administration | |
| 2 MAJOR SUBDIVISION Office of Information Systems | |
| 3 MINOR SUBDIVISION Program Planning and Control Staff | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Julie Jones, Y2K Program Manager or Millie Tyler, Y2K Project Manager | 5 TELEPHONE 202-307-9895 |

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| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>71-170-01-2</i> | |
| DATE RECEIVED <i>2-15-01</i> | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| DATE <i>6-6-01</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |

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| 6 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>1</u> page(s) are not now needed for the business of 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>JAN 19, 2001</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> JAMES L. GREENE | TITLE RECORDS OFFICER |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|--|---------------------------------------|
| 1. | Century Date Conversion (Y2K) Records and Reports: Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the year 2000. The project related to activities conducted by all offices within the Drug Enforcement Administration (DEA). Files may include but are not limited to: (1a) - Records related to overall Year 2000 efforts, plans, strategies, submissions to the DOJ Year 2000 Program Manager, testing plans (criteria and results), monitoring and tracking efforts, and policy letters. (1b) - List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance. (1c) - Testing documentation such as descriptions of types of tests performed on various systems (e.g., baseline, unit, regression, etc.); types of test systems used, procedures involved in testing, summaries of test results and sign-offs, sufficient to establish the Year 2000 readiness of applications and | | |

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| | <p>and systems tested; deviations from prescribed test results; criteria to determine if an application or system is Year 2000 compliant; plans for retesting computers, applications or systems that fail a Year 2000 test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Year 2000 readiness.</p> <p>(1d) - Reviews of the Year 2000 program conducted by the DOJ's Inspector General, the General Accounting Office, or independent validation and verification contractors.</p> <p>(1e) - Contracts (not including purchase orders) in which Year 2000 compliance is a stated requirement and contracts with outside consultants to address the century date change.</p> <p>(1f) - Records of correspondence with external vendors, such as documentation from Websites or certification letters, describing the Year 2000 status of vendor products and services used by DEA.</p> <p>(1g)- Records of correspondence with the Department of Justice, the Office of Management and Budget, and the General Accounting Office.</p> <p>In the minutes of the CIO Council Committee on Year 2000 meeting of January 18, 2000, the Office of Management and Budget (OMB) recommended that reports/records produced by Agencies be retained in case there are any audits.</p> <p>(1a-1g) Disposition: Temporary. Close the files at the end of the year 2000. Files will be retained for 10 years after close for audit purposes, then destroyed, Files may be transferred to off-site storage one year after close.</p> | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| 2. | <p>Electronic Version of email messages and word processing documents:</p> <p>Documentation created and received via electronic systems that is determined to have record status and that supports the century date conversion (Y2K) records and reports will be copied to paper. Email messages include message text, attachments, drafts, and transmission and receipt date. The process described in Item 1 above is the recordkeeping system.</p> <p>Disposition: Delete after copying to paper and placement in the recordkeeping system.</p> | | |

File No. 1220-55

Y2K Century Date Conversion Records and Reports Files:

Records relate to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the year 2000. The project related to activities conducted by all offices within the Drug Enforcement Administration (DEA). Files may include but are not limited to records related to overall Year 2000 efforts, plan, strategies, submissions to the DOJ Year 2000 Program Manager, testing plans, monitoring and tracking, and policy letters.

Disposition: ^{1a-1g} Temporary. Close the files at the end of the year 2000. Files will be retained for 1 year after close for audit purposes, then destroyed. Files may be transferred to Federal Records Facility one year after close. ^{TEMPORARY.} 2. Electronic records. Delete after copying to paper and place in the recordkeeping system.