

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 SECURITY PROGRAMS	
3. MINOR SUBDIVISION PHYSICAL SECURITY SECTION	
4. NAME OF PERSON WITH WHOM TO CONFER Larry A. Loveless	5. TELEPHONE 202-307-5584

BLANK (NARA use only)	
JOB NUMBER <i>N1-170-01-3</i>	
DATE RECEIVED <i>5/30/2001</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>9-10-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 two 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,

is not required; is attached; or has been requested.

DATE Mar 7, 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> James L. Greene	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Official records that are created by the Physical Security Section in accordance with the DEA Records Schedule. File No. 250-01 Facilities Survey and Inspection Files These files are based on GRS 18-9 and GRS 18-10. See attached files description and disposition.	File No. 220-10	
2.	File No. 250-02 Physical Security Program Management Files See attached files description and disposition.		

cc Agency

PHYSICAL SECURITY FILES

These files relate to measures taken for the protection of Government owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss. These files deal primarily with the structural, technical, and procedural protections afforded an agency -occupied facility to deny unauthorized access.

File No. 250-01

Facilities Survey and Inspection Files. Reports of surveys and inspections of Government owned facilities, and privately owned facilities assigned security cognizance by Government agencies, conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Documents include: a. Market survey consisting of evaluations and recommendations for new site locations. b. Pre-construction survey consisting of preliminary security design and reviews/analyses of operational requirements. c. Mid-year construction survey consisting of updated mid-construction reviews/analyses and recommendations. d. Final acceptance consisting of evaluations, recommendations, and agency acceptance for new construction or modifications of a facility. e. Cover letter and substantive report consisting of full documentation of the Comprehensive Physical Security Survey including evaluations and recommendations.

Disposition:

/ (a) Government owned facilities

(1) Market survey, pre-construction survey, or mid-construction survey:

~~(a) Physical Security Section: Temporary. Destroy 3 years after completion of the respective survey. (GRS 18, item 9)~~

a. (b) Other DEA Offices: Temporary. Destroy 1 year after completion of the respective survey.

(2) Final acceptance:

b. (a) Physical Security Section: Temporary. Destroy when 3 years old when no longer needed for agency business, whichever is later.

c. (b) Other DEA Offices: Temporary. Destroy when no longer needed for agency business.

(3) Cover letter and comprehensive report:

~~(a) Physical Security Section: Temporary. Destroy 3 years from the completion date of the Comprehensive Physical Security Survey. (GRS 18, item 9)~~

d. (b) Other DEA offices and the facility: Temporary. Destroy when no longer needed for agency business.

Note: Individual sections of the survey may be destroyed when superseded by subsequent surveys.

2. (b) Privately owned facilities

(1) Market Survey, pre-construction survey, or mid-construction survey:

~~(a) Physical Security Section: Temporary. Destroy 4 years after completion of the respective survey (GRS 18, item 10)~~

a. (b) Other DEA Offices: Temporary. Destroy 1 year after completion of the respective survey.

(2) Final acceptance:

- h.* (a) Physical Security Section: Temporary. Destroy when 4 years old or when no longer needed for agency business, whichever is later.
- c.* (b) Other DEA Offices: Temporary. Destroy when no longer needed for agency business.

(3) Cover letter and comprehensive report:

- d.* (a) Physical Security Section: Temporary. Destroy 4 years from the completion date of the Comprehensive Physical Security Survey.
- e.* (b) Other DEA Offices and the facility: Temporary. Destroy when no longer needed for agency business.

Note: Individual sections of the survey may be destroyed when superseded by subsequent surveys.

3. (c) Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Temporary. Delete/Destroy after the recordkeeping copy has been produced.

File No. 250-02

4. Physical Security Program Management Files. Correspondence, instructions, studies, messages, interpretations, and coordinating actions related to the administration and operation of the physical program.

Disposition:

- a.* (a) Record copy: Temporary. Destroy when 6 years old. ~~Earlier destruction is authorized if instructions, etc. are superseded, obsolete, or no longer needed for reference.~~

- b.* (b) Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Temporary. Delete/Destroy after the recordkeeping copy has been produced.

or no longer needed for reference, whichever occurs later.