

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-170-02-3	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) College Park, MD 20740		DATE RECEIVED <i>5-30-2002</i>	
1 FROM (Agency or establishment)  Department of Justice		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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  Drug Enforcement Administration			
3 MINOR SUBDIVISION  Statistical Services Section (ADSA)			
4 NAME OF PERSON WITH WHOM TO CONFER  Patrick Gartin	5 TELEPHONE  202 307 8276	DATE  <i>9-13-02</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 2 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>May 22, 2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> JAMES L. GREENE	TITLE RECORDS OFFICER 202 307-7715	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	The Statistical Services Section (ADSA)  CASE STATUS SYSTEM (CAST) (see attached sheets)		

*cc Agency, NWME*

## 1. Case Status System (CAST)

**Program:** Executive Policy and Strategic Planning Staff/Statistical Services Section

**Applicability:** Agency-wide

### Identifying Information:

**Description:** The CAST system is a mission-critical on-line interactive application system that creates and maintains a life cycle record of each case file within the Drug Enforcement Administration (DEA). The system is available to authorized users having telecommunications access to the Department of Justice (DOJ) Computer Center. The system is accessed on a daily basis by DEA management personnel in support of DEA case management. The system is used to identify the status of individual cases and it provides a master case list for enforcement program statistics. The system serves as a central file ledger for all cases and general files, retrieves information, provides statistics, case review scheduling, and GDEP, program codes and group numbers information. *The DEA application systems which use CAST data include CPA, DRUGX, DSS, MSQ, NADDIS, NADDISAM, STRIDEQ, TOLLS, WRS, NDPIX, and WRSA.*

**Specific Restrictions:** Highly sensitive law enforcement information.

**Vital Record:** Yes.

**Specific Legal Requirements:** Controlled Substances Act (CSA) Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

### Disposition Information:

- a. System inputs: Copies of DEA Form-6 (Report of Investigation), including program codes, containing information relevant to a case, case review schedules, statistical information, and key bound data entered by data entry personnel and investigative assistants from terminals and workstations teleconnected to the Department of Justice mainframe. Also includes data from the Narcotics and Dangerous Drugs Information System (NADDIS), Central Reference System (CRS), Confidential Source System (CSS), EVENTS System, Multisource Query System (MSQ), and TOLLS System.

TEMPORARY. Destroy/delete after the data has been transferred to the master file and verified.

- b. System data: Copies of DEA Form 6 (Report of Investigation), includes program codes, types of action, cross file information, related files, file number, file title, G-DEP identifier, date prepared, synopsis of the investigation, division or district, name of agent assigned to the case, closing date, and group number to M204 system.

PERMANENT. Copy data offline 25 years after close of case. Transfer to the National Archives in accordance with 36 CFR 1228.270. Public access restricted for 75 years after close of case.

- c. System outputs: Online outputs are basic, partial, and full record displays. Online cross tabulated statistical reports for case level and file status, drug and scope, and drug category displays. Offline outputs are not available.

TEMPORARY. Destroy/delete 25 years after case is closed.

- d. System documentation: Case Status Users Guide located on the DOJ Firebird mainframe, record layouts, and data dictionary.

PERMANENT. Transfer to the National Archives with system data as indicated in item 1b above.