

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE	
2. MAJOR SUBDIVISION DRUG ENFORCEMENT ADMINISTRATION	
3. MINOR SUBDIVISION POLICY AND PROCEDURES SECTION	
4. NAME OF PERSON WITH WHOM TO CONFER  ROBERT BUCKWATER	5. TELEPHONE  202 307 7522

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-170-03-1 <i>N1-170-03-1</i>	
DATE RECEIVED <i>10-31-02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>1-14-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Park</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 <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 30OCT2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> JAMES L. GREENE (202) 307 7715	TITLE CHIEF, RECORDS MANAGEMENT UNIT

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	CONFIDENTIAL SOURCE SYSTEM (see attachment)		

## 1. Confidential Source System (CSS)

**Program:** Policy and Procedures Section

**Applicability:** Agency-wide

### Identifying Information:

**Description:** The Confidential Source System (CSS) is a mission-critical online interactive application system that facilitates the management of confidential sources with DEA. The main purpose of CSS is to record the utilization of confidential sources pursuant to DOJ guidelines.

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

**Vital Record:** No.

**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: Form DEA-512 (Confidential Source Establishment). Also includes data from the Narcotics and Dangerous Drugs Information System (NADDIS), including Form DEA- 202 (Personal History Report).

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

- b. System data: Name (real and alias), NADDIS number, date and place of birth, FBI number, social security number, race, ethnicity, sex, hair color, color of eyes, height, weight, address, identifying characteristics, occupation, employer, passport information, drivers license information, family information (mother, father , siblings spouse, and other relatives), confidential source type (regular, defendant, restricted special payment), criminal history, name of confidential source coordinator, name of requesting agent and approving supervisor.

TEMPORARY. Destroy/delete data when 25 years old or when no longer needed for agency business, whichever is longer.

- c. System outputs: None
- d. System documentation: User manual, data dictionary.

TEMPORARY. Destroy when no longer needed for agency business.