

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-170-03-2		
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 12-3-2002		
1 FROM (Agency or establishment) Department of Justice			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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Drug Enforcement Administration					
3 MINOR SUBDIVISION Executive Policy and Strategic Planning Staff					
4 NAME OF PERSON WITH WHOM TO CONFER Lois Springer		5 TELEPHONE NUMBER 202-307-7421	DATE 6-19-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 Dec 30, 2002		SIGNATURE OF AGENCY REPRESENTATIVE James L. Greene <i>[Signature]</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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.	FFS: 601-36 DEA WEEKLY REPORTS OF SIGNIFICANT ACTIVITY AND ITEMS OF INTEREST. The teletypes reported by the Administrator summarizing weekly significant activities and items of interest to inform the Attorney General and DEA staff of significant activities that have occurred during the week, to include arrests, seizures, conferences, training, and meetings. May contain DEA Sensitive or Confidential information. The teletypes are composed through feeder reports from Headquarters and Field Offices by the Executive Policy and Strategic Planning Staff. a. Official File. Headquarters Executive Policy and Strategic Planning Staff Office Electronic <i>FINAL</i> Summarized Weekly Significant Activities and Items of Interest Report PERMANENT. Transfer to the National Archives when 15 years old in accordance with 36 CFR 1220 1228.270. (Public access restricted for 25 years after transfer).				

HA Copies sent to [unclear], [unclear]

- b. Electronic copies of feeder reports in other Headquarters and Field Offices.

TEMPORARY. Destroy when no longer needed for agency business.

- c. All other copies.

Temporary. Destroy when no longer needed for agency business.

- d. Electronic copies of records that are created using 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.