REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Drug Enforcement Administration

3. MINOR SUBDIVISION
Office of Forensic Sciences

4. NAME OF PERSON WITH WHOM TO CONFER
Mary Greene, Chief, SFH

5. TELEPHONE
202307-8872

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 _____ 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,

[x] is not required;   [ ] is attached; or   [ ] has been requested.

DATE
4Feb2003

SIGNATURE OF AGENCY REPRESENTATIVE
James L. Greene

TITLE
Records Officer   202 307 7712

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	FFS. NO. 1220-59 Hazardous Waste Disposal System (See attached sheets)		

CC: none Agency

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

1. Hazardous Waste Disposal System (HWDS)

Program: Office of Forensic Sciences

Applicability: Hazardous Waste Disposal Section (HWDS)

Identifying Information:

Description: The Hazardous Waste Disposal System (HWDS) assists members of the Drug Enforcement Administration, Office of Forensic Sciences, Hazardous Waste Disposal Section in the task of accurately tracking and reporting funds for hazardous waste cleanup operations associated with the seizure of clandestine drug laboratories. HWDS also tracks the chemicals seized to their final EPA approved disposal. The application provides data entry forms for all important system information such as fund sites, case records, and contractors. HWDS provides a comprehensive selection of reports as required by DEA management. In addition, the system provides the ability via the agency intranet to create ad hoc queries.

Specific Restrictions: Yes.

Vital Record: No

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

Disposition Information:

a. System inputs: Job information (DEA case number, date, location, et cetera) provided by DEA agents, invoice and manifest information provided by DEA contractors.

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

b. System data: The system contains 5 years of data (1997-present). Data elements may include the following: appropriation number, fiscal year, issue date, cleanup type, city, state, contract area, funding source, case number, job number, cost estimate, amount, invoice numbers, manifest numbers, number of containers, container size, contractor number, chemical identification number, and DEA point of contact.

   TEMPORARY. Destroy/delete data when 75 years old.

c. System outputs: Reports containing DEA contractor invoice data that is uploaded into the Federal Financial System.

   TEMPORARY. Destroy when data has been verified into Federal Financial System.

d. System documentation: User manual

   TEMPORARY. Destroy when system becomes superseded or obsolete.

e. Electronic mail and word processing copies: Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by other items in this schedule.

TEMPORARY. Destroy when recordkeeping copy has been generated.