

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) Department of Justice	
2 MAJOR SUBDIVISION Drug Enforcement Administration	
3 MINOR SUBDIVISION ADSD	
4. NAME OF PERSON WITH WHOM TO CONFER Richard Parks	5 TELEPHONE 202 307 7871

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-170-03-7</i>	
DATE RECEIVED <i>6-26-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>9-23-03</i>	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 _____ 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 11Jun 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Joyce M. Conyers, 202-307-7720	TITLE SARR, 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 GRS OR SUPERSEDED JOB CITATION	10.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: <i>630-76</i> 1. Diversion Validation Tracking and Electronic Filing System (See attached schedule) <i>cc Agency + none</i>		

1. Diversion Validation Tracking and Electronic Filing System

Program Executive Policy and Strategic Planning Staff/Diversion Fee Account Validation Unit (ADSD)

Applicability For Use by ADSD Only

Identifying Information

Description The Diversion Validation Tracking and Electronic Filing System is a mission-critical on-line interactive application system that creates and maintains a life cycle record of each Drug Diversion Control Fee Account (DDCFA) obligation greater than \$500 within the Drug Enforcement Administration (DEA). The system is accessed on a daily basis by members of the Diversion Fee Account Validation Unit (ADSD) in support of the Diversion Control Program. The system is used to identify the funding ratio of individual requests and it provides a master list of requests for program/funding statistics. The system serves as a central file ledger for all ADSD validations, provides statistics, and provides various reports.

Specific Restrictions Documents necessary to validate the cost of the Diversion Control Program and set fees accessed upon the program's Registrant populace.

Vital Record Yes

Specific Legal Requirements Controlled Substances Act (CSA) Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (CSA), 21 U.S.C. 801

Disposition Information

- a. **System inputs** The Diversion Validation Tracking and Electronic Filing System was developed to provide an on-line access to serve as an automated central file ledger for all Drug Diversion Control Fee Account (DDCFA) validated obligations, provide statistics and reports about the validations, and serve as a management aide for Field review scheduling. The sources for this data are hardcopy documents submitted to ADSD by various DEA field and headquarters offices.

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

- b. **System data** Request for use of Drug Diversion Control Fee Account Funding. Contains Social Security numbers of employees/travelers, DEA case numbers, Confidential Source numbers, and funding citations.

- 1. Funding activity that is associated with a DEA case file.

TEMPORARY Cutoff at the close of the case file. Delete data associated with a DEA case file in 25 years after cutoff. (Investigative case files are previously approved under disposition authority NC1-170-077-1, File Numbers 601-07 and 601-08)

- 2. All other Drug Diversion Control Fee Account Funding.

TEMPORARY. Cutoff at the end of the Fiscal year. Delete 7 years after cutoff.

- c System outputs Online outputs are basic, partial, and full record displays Records include retrievable scanned images of validated documents and online queried data Specialized queries are available in a variety of retrieval choices

TEMPORARY Destroy when no longer needed for reference purposes

- d System documentation ADSD Standard Operating Procedures (SOP) have been developed and will be included in agency management manuals

TEMPORARY Destroy when superseded or obsolete

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

TEMPORARY Destroy when recordkeeping copy has been generated