

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-170-03-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 06/28/2021.

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 630-17b3 remains active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 630-17a1 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 630-17a2 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 630-17a3 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 630-17b1 was superseded by DAA-0170-2017-0006-0003

Item 630-17b2 was superseded by DAA-0170-2017-0006-0004

Item 630-17c was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 630-17d was superseded by GRS 3.2, item 051 (DAA-GRS-2013-0005-0003)

Item 630-17e1 was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Item 630-17e2 was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

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 Diversion Control	
4. NAME OF PERSON WITH WHOM TO CONFER Stephen Via	5. TELEPHONE 202-307-8294

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-170-03-8	
DATE RECEIVED 8/25/03	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-1-03	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 ___ 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,

is not required; is attached; or has been requested.

DATE Aug 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gail Smith Alexander</i> Gail Smith Alexander	TITLE Program Manager, SARR
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	FFS: 630-17 Chemical Transaction Analysis System (CTRANS}	FFS: 630-12 N1-170-94-1	

cc Agency NR DWI ETC DWI WA

FFS: 630-17

Chemical Transaction Analysis System (CTRANS)

Program: Office of Diversion Control

Applicability: Office of Diversion Control

Identifying Information:

Description: The CTRANS is a data warehouse used for the data entry and retrieval of chemical transactions obtained from various sources by the Drug Enforcement Administration. The Mail Order System (MOS) contains transactions of the domestic distribution of non-prescription drug products that contain certain List I Chemicals from mail order pharmacies to individuals. The MOS was developed to support the Comprehensive Methamphetamine Control Act (CMCA) of 1996. The Import/Export (IMEX) System contains transactions of the imports into the United States and exports from the United States of listed chemicals. The IMEX was developed to support the Chemical Diversion and Trafficking Act (CDTA) of 1988. The Chemical Handlers Enforcement Management System (CHEMS) contains information on and about domestic and international chemical handlers. The information in this module is obtained from various sources such as cables (DEA Form-6) and Sources of Information (SOI). The CHEMS was developed to support the Domestic Chemical Diversion Control Act (DCDCA) of 1993. The information contained in these modules of the CTRANS is used to monitor and track the distribution of listed chemicals and identify suspicious transactions and relationships between chemical distributors from the wholesale level to the retail level. Basically, the CTRANS tracks the distribution of listed chemicals that can be used in illicit drug production and provides this information for analysis and reporting through online access via the Firebird network.

Relevant records or any relevant facts derived there from may be disclosed to the following categories of users for the purposes stated:

- Other Federal law enforcement and regulatory agencies for law enforcement or regulatory purposes
- State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes
- International Narcotics Control Board as required by treaty obligations
- News media and the public pursuant to 28 CFR 50.2, unless it is determined that the release of specific information in the content of a particular case would constitute an unwarranted invasion of personal privacy
- Members of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record
- National Archives and Records Administration (NARA) and to the General Services Administration (GSA) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906

Specific Restrictions: Access to the system is restricted to DEA employees on a 'need to know' basis who have appropriate security clearances.

Vital Record: No.

Specific Legal Requirements:

1. Chemical Diversion and Trafficking Act of 1988
2. Domestic Chemical Diversion Control Act of 1993
3. Comprehensive Methamphetamine Control Act (MCA) of 1996 (P.L. 104-237)

Disposition Information: CTRANS currently consists of three fully functional modules for the collection of data relating to the imports/exports of listed chemicals and domestic mail order sales of certain List I Chemicals. These modules are the Mail Order System (MOS) module, the Import/Export System (IMEX) module, and the Chemicals Handlers Enforcement Management System (CHEMS) module.

A. System Inputs: Documentation used for data entry.

1. *Mail Order System (MOS)*. There is no standard form required for system input. The documentation which supports the MOS is provided by drug companies in various media and formats.

Temporary. Destroy upon data input and verification in MOS or when no longer needed for reference purposes, whichever is latest.

2. *Import/Export System (IMEX)*. The primary source document for system input used by IMEX is the Import/Export Declaration (Form DEA 486).

Temporary. Destroy upon after data input and verification in IMEX or when no longer needed for reference purposes, whichever is latest.

3. *Chemical Handlers Enforcement Management System (CHEMS)*. The documentary source used for system input by CHEMS is the Report of Investigation (Form DEA-6).

Temporary. Destroy upon data input and verification in CHEMS or when no longer needed for reference purposes, whichever is latest.

B. System Data: Data received/extracted from online pharmaceutical companies, chemical companies, company invoices, import/export declarations, and DEA investigative reports. The system contains records dating back to 1988 relating to CHEMS data. Most records date from 1996 to present.

1. *Mail Order System (MOS)* module. The MOS module documents non face-to-face transactions of non-prescription drug orders. Data elements include buyer

name and address, seller information, chemical, shipping information, volume, and the lot number for the chemical.

Temporary. Delete when 5 years old or when no longer needed for reference purposes, whichever is later.

2. *Import/Export System (IMEX)* module. The IMEX module documents any shipments of List I and List II chemicals that come into the United States. This information is shared daily with the U.S. Customs Service.

Temporary. Delete when 5 years old or when no longer needed for reference purposes, whichever is later. (Supersedes FFS: 630-12, N1-170-94-1.)

3. *Chemicals Handlers Enforcement Management System (CHEMS)* module. The CHEMS module consolidates chemical handler data collected from many sources to support the regulation of certain chemicals under the Chemical Diversion and Trafficking Act of 1988. CHEMS provides DEA users with an effective means by which to manipulate data regarding companies and their shipments of precursor chemicals that indicate a potential for suspect drug activity.

Temporary. Delete when 25 years old or when no longer needed for reference purposes, whichever is later.

C. System Outputs: Ad hoc queries, statistical analysis across modules, and management reports.

Temporary. Destroy/delete when no longer needed or when superseded.

D. System Documentation: System design manual, user manual, maintenance manual, and development documents.

Temporary. Maintain for life of system and destroy when no longer needed for operational purposes, whichever is later.

E. Email and Word-processing System Copies:

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and

copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision, or updating is completed.