

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION	
2. MAJOR SUBDIVISION	
3. MINOR SUBDIVISION Office of Inspections	
4. NAME OF PERSON WITH WHOM TO CONFER Tony Hernandez	5. TELEPHONE 202-307-4150

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-170-04-2	
DATE RECEIVED 3-17-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-27-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 3/11/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra Liddell</i> Sandra Liddell, 202-307-3467	TITLE SARR, Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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: 170-08 Inspection and Audit Files	FFS: 170-02 NC1-170-77-1	

SA 12/22/04 copies sent to Agency, NWRM, NWRW, NR, NWC

Inspection and Audit Files

FFS: 170-08 (Supercedes 170-02, NC1-170-77-1)

Program: Office of Inspections

Applicability: Office of Inspections

Identifying Information:

Inspection and Audit Files include documents relating to reviewing and examining Drug Enforcement Administration (DEA) operations to ensure proper protection of assets; compliance with policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of DEA field and headquarters offices making a review of their own operations, and the Office of Inspections conducting on-site reviews of these offices activities. Included are reports and directly-related correspondence.

Specific Restrictions: Access is limited due to the sensitivity of the information

Vital Record: Yes

Specific Legal Requirements: Inspections and Audits are mandated by the U.S. Department of Justice, Office of the Inspector General.

Disposition: Supercedes 170-02 (NC1-170-77-1)

A. Office performing DEA-wide staff responsibility:

1. **Temporary.** Record copy of final report of comprehensive review and replies thereto: Transfer to Federal Records Center when 5 years old. Destroy when 15 years old.
2. **Temporary.** Destroy supporting documentation 10 years after accomplishment of internal review.

B. Other Headquarters and field offices:

1. **Temporary.** Destroy 10 years after completion of internal review actions.

C. Electronic copies used solely to create recordkeeping version of **Items (A and B)** of this schedule.

1. Electronic mail records. **Temporary.** Destroy/delete within 60 days after the recordkeeping copy has been created.

2. Word processing records. **Temporary.** Destroy/delete within 60 days after the recordkeeping copy has been created.