

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 ARCOS Unit	
4. NAME OF PERSON WITH WHOM TO CONFER Sandra Gunthrope	5. TELEPHONE 202-307-7223

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-170-04-3	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 1-12-05	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,

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 GRS OR SUPERSEDED JOB CITATION	10.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: 630-18  Automation of Reports and Consolidated Orders System (ARCOS-2)		

*cc Agency NR NWMD NWM E NWM W*

**DFN: 1220-66**

**Automation of Reports and Consolidated Orders System (ARCOS-2)**

**Program:** Office of Diversion Control (OD)

**Applicability:** ARCOS Unit (ODRA)

**Identifying Information:**

**Description:** The purpose of ARCOS II is to capture information regarding the manufacture (synthesis) and distribution of certain Drug Enforcement Administration (DEA) controlled substances.

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

**Privacy Act:** All files relating to the reporting status of a DEA registered ARCOS reporting entity are subject to privacy issues/controls.

**Vital Record:** No

**Specific Legal Requirements:** The program/legal authority for the creation of the system is **21CFR 1304.33**.

**Disposition Information:** Pharmaceutical manufacturers and distributors, as well as Office of Diversion Control employees, provide direct updating information into ARCOS-2, capturing 40,000,000+ transactions each year. In addition, the National Drug Code (NDC) files are maintained within the ARCOS-2 system.

**A. System Inputs:** Documentation used for data entry.

1. ARCOS-2. The standard form required for system input is the ARCOS Transaction Reporting Form. (DEA Form-333). The DEA Form -333 is keypunched and downloaded on a disk for entry into the system. In addition, documentation which supports ARCOS-2 is directly downloaded from drug manufacturers and distributors via electronic tapes.

**Temporary.**

- a. DEA Form-333 ARCOS Transaction Reporting Form.  
**TEMPORARY:** Destroy after input and 3 years from receipt.
- b. Input received directly from companies. **TEMPORARY:** Destroy transmittal upon verification of entry into system.

- c. Accompanying correspondence. **TEMPORARY:** Destroy when no longer needed for agency reference purposes. (Destroy reporting status correspondence only after the company is out of business.)

**B. System Data:** Data received and extracted from drug manufacturers and distributors provide aggregate statistical information for use in determining national drug use patterns; sales and purchases (distribution) reports concerning DEA targeted individuals used in Federal and state drug criminal drug cases; and United Nations statistical reporting.

1. ARCOS-2. **Temporary.** After 5 years, data is archived or transferred to a history file until (fill in number of years) years old or when no longer needed for reference purpose, whichever is later.

2. National Drug Code (NDC). **Temporary.** This system is a drug ingredient dictionary which is updated daily. Destroy when no longer needed for agency reference use.

**C. System Outputs:** Ad hoc queries, management reports, and daily edits.

**Temporary.** Destroy/delete when no longer needed or when superceded.

**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. Drug labels (ingredients).**

**Temporary:** Destroy when no longer needed for agency reference purposes

**F. 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 included 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.