

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-170-04-5</i>	
1. FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION		DATE RECEIVED <i>3.17.2004</i>	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION OFFICE OF CHIEF COUNSEL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Matthew Addington	5. TELEPHONE 202-307-8909		

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 GRS OR SUPERSEDED JOB CITATION	10.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: 330-10  Criminal Litigation Files		
<i>cc Agency, NR, NWML, NWCT</i>			

**FFS: 330-10**

### **Criminal Litigation Files**

**Program:** Office of Chief Counsel

**Applicability:** Office of Chief Counsel

#### **Identifying Information:**

**Item 1:** Description: Documents relating to release of information or documents for use in criminal investigations, grand juries, and prosecutions, and relating to the appearance of DEA employees and deputized Task Force Officers as witnesses in grand jury proceedings and criminal prosecutions. Included are subpoenas, demands, requests, court orders, recommendations concerning release of information or documents and authorization of testimony, memorandums of law, records of coordinating actions, supporting documents, correspondence, electronically transmitted messages, documents indicating action taken, and related papers.

#### **Specific Legal Requirements:**

28 C.F.R. 16.21, et seq.-“Touhy Regulations” and DEA policy.

#### **Disposition:**

**TEMPORARY:** Destroy 5 years after review of request for information, documents, or witness appearance.

**Item 2:** Description: Electronic copies of records created on electronic mail and word processing systems and used solely to create recordkeeping version of **Item 1.** of this schedule.

**TEMPORARY:** Destroy/delete within 60 days after the recordkeeping copy has been created.