

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-170-12-1	DATE RECEIVED 2/14/12
1 FROM (Agency or establishment) Drug Enforcement Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Forensic Sciences		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Environmental Management Section			
4 NAME OF PERSON WITH WHOM TO CONFER Jana Brooks	5 TELEPHONE 202-307-4548	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 two 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 1/26/2012	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jane M. Hard</i>	TITLE Acting 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Official records created by the Environmental Management Section to indicate compliance with E.O. 13514 Environmental Management Sustainability Files (see attached pages)		

WITHDRAWN

**Environmental Management Sustainability Files

DFN 950

Program Office of Forensic Sciences

Applicability Environmental Management Section

Identifying Information

These are files used to indicate compliance with Executive Order 13514 which sets goals in the areas of energy efficiency, acquisition, renewable energy, recycling, sustainable buildings, electronics stewardship, fleets, and water conservation for the federal government

Vital Records No

File No 950-01

Environmental Management Sustainability Program Files Memoranda, studies, messages, staff position papers, interpretations, and minutes of meetings, coordinating actions, training initiatives, and similar papers related to the administration and operation of the environmental sustainability management program

Disposition (a) Temporary Cut off files at the end of the calendar year in which the documentation is superseded or obsolete Destroy 6 years after cut off (b) Other Headquarters and field offices Destroy when superseded or obsolete

File No. 950-02

National Environmental Policy Act (NEPA) Files Documents relating to the requirement that federal agencies incorporate into the decision making process the impact of their proposed actions on the environment Included are categorical exclusions, environmental assessments, and environmental impact statements, supplemental environmental impact statements, finding of no significant impacts, notice of availability, notice of intent, and records of decision and similar or related documents

Disposition Office performing DEA-wide staff responsibility PERMANENT Cut off at the end of the fiscal year Transfer to Federal records center 5 years after cut-off Transfer to NARA 15 years after cut-off

Arrangement Subjective

Volume Less than 1 cubic foot per year

WITHDRAWN

WITHDRAWN

WITHDRAWN

File No. 950-03

Environmental Conformance Files Documents relating to reviewing and examining Drug Enforcement Administration (DEA) environmental management operations. These documents include operations plans, checklists, second party audits (audits that are conducted by DEA, but with no affiliation to the facility under inspection), self-inspections and similar material collected for fact finding or back-up purposes.

Disposition Temporary. Cut off at the end of the calendar year. Transfer to FRC 5 years after cut-off. Destroy 10 years after cut-off.

File No. 950-04

Environmental Management Sustainability Reporting Files Reports that are forwarded to the Department of Justice and other federal or state agencies regarding DEA's EMS program. Included are the sustainable practices reports, energy savings performance contracts, toxic reduction reports and the Federal Electronics Challenge.

Disposition Temporary. Cut off at the end of the reporting cycle. Destroy 5 years after cut-off.

WITHDRAWN