



\*\*Office of National Security Intelligence Files

DFN 710

Program Intelligence Division

Applicability Office of National Security Intelligence

Identifying Information

These are files generated by the Office of National Security Intelligence. The files are coordinated and shared with other federal agencies within the intelligence community to enhance the Nation's efforts to reduce the supply of drugs, protect national security and combat global terrorism.

**Specific Restrictions** Access is restricted to members of the intelligence community on a "need to know" basis.

**Vital Record** Yes

**Specific Legal Requirements** E.O. 13470

Disposition Information

1 File No 710-01

**Office of National Security Intelligence Program Files:** Memoranda, studies, messages, staff position papers, interpretations, and minutes of meetings, coordinating actions, and similar papers related to the administration and operation of the national security intelligence program.

**Disposition** (a) Temporary Cut-off at the end of the fiscal year in which the documentation is superseded or obsolete.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 (b) Other Headquarters and field offices Destroy when superseded or obsolete but not longer than 6 years after cut-off.

2 File No 710-02

**Periodic Reporting Files:** Copies of all periodic reporting relating to DEA's involvement in the intelligence community, to include monthly and quarterly statistical reports, final products, and any statistical reports as needed and similar or related documents.

**Disposition** a Permanent Office performing DEA-Wide staff responsibility Cut-off at the end of the fiscal year. Retire to federal records center 5 years after cut-off, transfer to NARA 30 years after cut-off. b Other Headquarters and field offices Destroy when no longer needed for reference or 30 years after cut-off whichever is sooner.

WITHDRAWN

WITHDRAWN

**Arrangement** Chronological

**Volume** 3 cubic feet per year

WITHDRAWN

3 File No 710-03

**Information Collection Management Files** Copies of documents that pertain to the intelligence functions of the division. These records contain support materials, programs and activities and reviews of intelligence programs and funding.

**Disposition** Temporary. Cut off at the end of the fiscal year. Destroy when superseded or obsolete.

4 File No 710-04

**Information Sharing Files** Copies of requests for information between DEA and other federal agencies, responses by ONSI, finished products, and detailed information collection strategies and periodic reports. Records are solely maintained in an electronic format.

**Disposition** Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cut-off.

5 File No 710-05

**Intelligence Production and Analysis** Copies of reports on topics relevant to national security and foreign operations and documents relating to coordinating intelligence reporting between ONSI and other agencies within the intelligence community.

**Disposition** Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cut-off.

6 File No 710-06

**DEA Analytical Reports (DAR)** Copies of documents related to information which identifies a single issue and provides an analytical conclusion.

**Disposition** Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cut-off.

7 File No 710-07

**Drug Intelligence Brief (DIB)** Copies of documents related to information which covers a broad range of strategic topics and ONSI's assessment. DIBs provide trends and/or analysis on a particular issue.

WITHDRAWN

**Disposition** Temporary Cut off at the end of fiscal year Destroy 5 years after cut-off

8 File No 710-08

WITHDRAWN

**Intelligence Information Report (IIR)**. Copies of documents relating to the dissemination of ONSI intelligence to the broader intelligence community

**Disposition** Temporary Cut off at the end of fiscal year Destroy 5 years after cut-off

9 File No 710-09

**Product Evaluations** Copies of documents relating to internal and external evaluations of ONSI products Examples include evaluations made by the intelligence community of ONSI products, including but not limited to, IIRs, DARs, and DIBs and ONSI domestic and foreign intelligence plans

**Disposition** Temporary Cut off at the end of the fiscal year Destroy 5 years after cut-off

10 File No 710-10

**Sensitive Compartmented Information Facility (SCIF) Files** Documents consisting of accreditation, technical reports, and fixed facility checklists

**Disposition** Destroy 2 years after de-certification of SCIF

11 File No 710-11

**SCIF Emergency Action Plans** Plan for emergency situations that occur in SCIFs such as power outages, alarm outages, serious injury and/or illness

**Disposition** Destroy when superseded of SCIF is de-certified, whichever is sooner

\*\* Addition

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