

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-170-87-1	DATE RECEIVED 2/19/87
1 FROM (Agency or establishment) Drug Enforcement Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Section			
4 NAME OF PERSON WITH WHOM TO CONFER James L. Greene	5 TELEPHONE EXT 633-1130	DATE 2-20-87	ARCHIVIST OF THE UNITED STATES <i>Frank J. Bink</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE FEB 26, 87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i>	D TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>File No. 860-05</u></p> <p><u>Training Program Files.</u> Documents relating to establishing, managing, and evaluating local training programs for DEA employees. Included are training plans, reviews of training requirements, apprentice training program registration with the Department of Labor, and similar or related documents.</p> <p><u>Disposition:</u> Destroy 15 years after the fiscal year in which the training was programmed.</p> <p><u>Justification:</u> Long term retention of documents is required to support adequacy of training given to agent and other specialized DEA employees who may sustain an injury or fatally during the actual performance of their job.</p>	GRS 1/30b and 30c	

2/25/87 DEA NCR, 3/5/87