REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)  

TO  
GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  

FROM (Agency or establishment)  
Drug Enforcement Administration  

MAJOR SUBDIVISION  
Records Management Section  

MINOR SUBDIVISION  
Records Management Unit  

NAME OF PERSON WITH WHOM TO CONFER  
James L. Greene  

TELEPHONE EXT  
633-1130  

DATE RECEIVED  
5/13/88  

DATE ARCHIVIST OF THE UNITED STATES  
9/2/88  

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 one 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.  

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
</table>
| Appendix 0750A, Administrative Manual, Volume II  
File No. 560-08 Special Agent Career Management Files  
Documents reflecting offers or notices of assignment to posts of indicated preference. Also included are offices of preference by agents selecting the investigative career path or indicating the management career path, and computer-generated printouts derived from this information. Documents may include policy or position papers, correspondence, copies of SF-52's, and similar or related documents on the office or preference program.  
Disposition:  
(a) Assignment notices and policy documents or position papers: Destroy after 3 years.  
(b) Agent-filled career and office of preference forms, and computer printouts of the associated database: Destroy after 1 year.  
}

Date  
May 23, 1988  
Signed  
James L. Greene  
Title  
Records Officer  

GAO concurrence:  
☐ is attached, or ☑ is unnecessary  

GSA  
FPMR (41 CFR) 101-11 4  

STANDARD FORM 115 (REV 8-83)  
Prepared by GSA  
FPMR (41 CFR) 101-11 4  

115-108  

Copies for the agency  
12/13/88  

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JOB NO  
NI-170-88-7  

DATE  
5/13/88  

NOTIFICATION TO AGENCY  
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.