

Reqd NCO 203471A

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-170-79-1
DATE RECEIVED	9/20/79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	OCT 1 1979
	<i>James E O'Neil</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Drug Enforcement Administration

2. MAJOR SUBDIVISION
Management Analysis Division

3. MINOR SUBDIVISION
Records Management Section

4. NAME OF PERSON WITH WHOM TO CONFER
James L. Greene

5. TEL. EXT.
633-1130

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 15 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE Sep 20, 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i>	E. TITLE Records Officer
-----------------------	---	-----------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Currently, there are 2,000,000 hard copies of DEA Form 9. As of April 1979, additional hard copies of DEA Form 9 were not being replaced. The inclusive years for the records are 1915 through 1979.</p> <p>The hard copy of DEA Form 9 will be microfilmed in alphabetical sequence by name. Microfilming of DEA Form 9 is a one-time project since additional copies of DEA Form 9 will not be created.</p> <p>a. Disposition of hard copy: Destroy hard copy after microfilm has been verified for completeness and accuracy.</p> <p>b. Disposition of Microfilm: Destroy in May 2034 (i.e., 55 years from April 1979).</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		2 items

*Copy to
NWG,
AA F-1215,
Agency
10-30-79.
SE*

File No.

Description

Disposition: a. Offices performing DEA-wide staff responsibility: (1) Record copy of annual reports: Permanent. Transfer to Federal record center when 5 years old. Offer to NARS when 15 years old. (2) Consolidated data: Destroy 5 years after preparation of report. (3) Feeder reports and similar data: Destroy 1 year after preparation of report. b. Other offices: Destroy 3 years after preparation of report.

601-08

General Investigative Files. DEA reports of investigations that are limited in scope concerning a suspect or firm relative to violations of drug/narcotic laws. Included are numbered and unnumbered general investigative files. Name and program general file procedures are outlined in Chapter 62 of the DEA Agents Manual.

Disposition: a. Unnumbered files: Transfer to Federal records center in calendar year 1981. *Destroy in calendar 1996.* b. Numbered files: Transfer inactive files (5 years after date of last correspondence) to Federal records center 10 years from date the file was opened. *Destroy when 25 years old (i.e. 25 years from the date file was opened).*

→ 601-09

Cooperating Individual Files. Documents reflecting information provided by cooperating individuals relative to drug/narcotic offenses.

Disposition: a. Unnumbered files: Transfer inactive files (5 years after date of last correspondence) to Federal records center in calendar year 1977. *Destroy in calendar year 2022.*

b. Numbered files: Transfer inactive files (5 years after date of last correspondence) to Federal records center 10 years after date the file was opened, in one year groups. *Destroy when 55 years old (i.e., 55 years from the date the file was opened).* *Note: The sensitivity of these files requires that they be stored in a vault or classified area of a Federal records center. These files will be sealed in records center boxes and delivered by the DEA activity to Federal records center or picked-up and receipted for by the records center. The boxes and SF-135 will be annotated to indicate a special handling marking of "NOT TO BE OPENED BY NARS, RESTRICTED TO DEA PERSONNEL"*