

REMOVED

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|--------------------------------|
| LEAVE BLANK | |
| JOB NO | |
| NC1-170-81-1 | |
| DATE RECEIVED | |
| October 10, 1980 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 10-21-80 | <i>[Signature]</i> |
| Date | 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 Analyst 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 2 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| Oct 3, 80 | <i>[Signature]</i> James L. Greene | Records Officer |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| | <u>File No. Description</u> | | |
| | 201-01 Delete | | |
| | 201-02 Delete | | |
| | 201-03 <u>Internal Security Investigative Case Files.</u> Reports related to the conduct of unannounced inspections of DEA activities or investigations of internal affairs including criminal or civil violations of laws, departmental codes or DEA regulations and integrity and security matters. Included are DEA reports and supporting documents and correspondence relative to the investigation. | | |
| | <u>DISPOSITION:</u> Destroy 5 years from date case was opened if closed for at least 1 year. Cases not closed 1 full year will be retained for re-evaluation at 1 year intervals. | | |
| | | | 4 items |

*Closed Out: 10-24-80: R.I.I.
Copy sent to Agency*

File No. Description

201-04 Internal Security Investigative General Files. Reports of investigation that are limited in scope concerning an individual, a program or area of interest as defined in Chapter 84 of the Internal Security Manual.

Disposition: Destroy 5 years after report of investigation is approved or all required actions are completed.

210-01 Personnel Security Clearance Files. Documents containing information concerning full-field investigation of an individual and the accreditation of personnel for access to classified information requiring special access authorizations. This does not include indices or clearance documents filed in the Official the Official Personnel Folder.

Disposition: The above described records relating to employees of DEA are maintained by the Department of Justice which has the responsibility for retention of the records. Remaining files concerning contract personnel and temporary personnel are maintained by DEA and will be destroyed 2 years after separation of the employee.

*GRS 18
Item 28a*

220-12 Physical Security Survey Files. Documents relating to surveys that are concerned with examination of the physical measures designed to safeguard personnel and prevent unauthorized access, sabotage, damage, or theft of equipment and facilities. Included are survey reports, recommendations, and related papers.

*GRS 18,
Item 10*

Disposition: Destroy current file when a facility is retired or when the current file is replaced with an updated survey report.