

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*NEW 7 MAY 81*

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**

LEAVE BLANK	
JOB NO.	<b>NCI-170-81-3</b>
DATE RECEIVED	<b>May 5, 1981</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>5-11-81</b> <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</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 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 <b>4-29-81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>James L. Greene</b>	E. TITLE <b>Records Officer</b>
---------------------------	---	------------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Appendix 07D, DEA Administrative Manual		
<i>1.</i>	<p><u>File No.</u>      <u>Description</u></p> <p>501-03      <u>Equal Employment Opportunity Complaint Case Files.</u> Documents reflecting complaints of personnel concerning equal employment opportunity. Included are complaints, transmittal letters, investigative data and summaries, finding of fact statements, final disposition reports, acceptance statements, withdrawal notices, and similar or related documents.</p> <p><i>Disposition: a. Case resolved by DEA 4 years after resolution of case. b. Case received by the Office of Personnel Management of U.S. Court. Official case file is retained by OPM.</i></p> <p><i>Disposition: Case resolved by DEA 4 years after resolution of case. Case received by the Office of Personnel Management of U.S. Court. Official case file is retained by OPM.</i></p>	<b>EEOC, or a US Court:</b> <b>*Destroy</b> <b>GRS 1/26</b>	<b>* Revision</b> <i>4 items</i>

*Amended by [Signature], NCA  
for Nelson w.  
James Greene, [Signature]  
7 May 81*

*Closed Out: 5-12-81: K.T.D.  
Copy to Agency, New & NRG*

Appendix 07D

File No.      Disposition

2.      590-03      Incentive Award Case Files. Documents related to submitting, evaluating, and approving or disapproving each incentive awards case. Included are types of awards as suggestions, Sustained Superior Performance, Special Act or Service, or Certificate of Achievement.

Disposition: Destroy \*2\* years after final action.

*GRS 1/10/01*

3.      1120-03      Vehicle Identification Plate Files. Documents accumulated in connection with requesting, transferring, issuing, and disposing of United States or local identification plates or license plates.

Disposition: Destroy \*4\* years after disposal of plates.

4.      1310-01      Reports Control Files. Documents reflecting action taken in evaluating the requirement for approving and controlling specific reports. Included are applications for approval of reports; copies of pertinent forms or descriptions of format; copies of the requiring directive; preparation instructions; documents relating to continuation, revision, or other change to the report or output; memorandums reflecting results of periodic and special evaluations; documents identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar or related papers.

Disposition: Destroy \*2\* years after discontinuance or the report or output.

*GRS 16/8*