

Reviewed by Nwml  
August 14, 2002

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

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Justice

2. MAJOR SUBDIVISION  
National Drug Intelligence Center

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Pamela M. Nemeth

5. TELEPHONE  
(814) 532-4572

LEAVE BLANK (NARA use only)

JOB NUMBER  
71-523-02-1

DATE RECEIVED  
8-14-2002

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
12-17-02

ARCHIVIST OF THE UNITED STATES  
J. W. Cal

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
2/8/02

SIGNATURE OF AGENCY REPRESENTATIVE  
Thomas D. Sylvia

TITLE  
Unit Supervisor

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | SEE ATTACHED                                    |                                   |                                  |

cc Agency NR

1. **01-3 Meetings File**

Notes, agenda, minutes, and memoranda of internal staff meetings. Functional activities or projects resulting from a meeting should be filed under the appropriate program file.

Estimate of the volume of records accumulated annually: less than one cubic foot.  
Total volume to date: 2 cubic feet. Inclusive dates: 1994 to present.

- a. Executive level meeting notes (the name of the committee occasionally changes) which deal with the execution of NDIC's mission: PERMANENT. Cut off files at end of calendar year. Retire to Federal Records Center 5 years after cutoff. Transfer to NARA in 5-year blocks, when most recent record is 15 years old.
- b. All other unit meeting notes: TEMPORARY. Cut off files at end of calendar year. Destroy 3 years after cutoff. ~~(GRS16-8b)~~
- c. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

2. **01-15 Firearms Training File**

Correspondence concerning the firearms training program for GS-1811's assigned to the National Drug Intelligence Center. The qualifying report scores are forwarded on to the 1811's respective parent agency. Documents in this file indicate the time of firing with live ammunition, the area involved, firing safety measures, and similar matters.

Estimate of the volume of records accumulated annually: less than 1 cubic foot.  
Total volume to date: less than 1 cubic foot. Inclusive dates: 1994 to present.

- a. TEMPORARY. Cut off files at end of calendar year. Destroy 1 year after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

3. 01-17 Training Material File

Manuals, syllabuses, textbooks, and other training aids used in instructing NDIC and non-NDIC employees, including state and other Federal agency personnel, through NDIC sponsored or developed training courses and instructional conferences.

Estimate of the volume of records accumulated annually: 3 cubic feet. Total volume to date: 17 cubic feet. Inclusive dates: 1993 to present.

- a. One copy of each manual, syllabus, textbook, and other training aids developed or produced by NDIC that depict specialized or unique intelligence training techniques/methods: PERMANENT. Cut off file when course is superseded or terminated. Retire to Federal Records Center 5 years after cutoff. Transfer to NARA in 5-year blocks, when most recent record is 20 years old.
- b. Routine training materials such as those used to improve business, computer, communication, and writing skills: TEMPORARY. Cut off file when course is superseded or terminated. Destroy 5 years after cutoff.
- c. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.