

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

71-523-03-1

DATE RECEIVED

1-15-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

5-13-03

John W. Paul

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 1 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

12/17/02

SIGNATURE OF AGENCY REPRESENTATIVE

Thomas D. Sylvia

TITLE

Supervisor, General Services Unit

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

SEE ATTACHED

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

cc Agency, NR

1. 01-8 Software Licensing Agreement and Disclaimer File

Agreements and disclaimers for software designed at NDIC and distributed to local, state, or Federal law enforcement entities. These signed agreements list the conditions that the recipient agrees to follow.

- a. TEMPORARY. Destroy agreements when superseded by updated or revised software.
- b. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

2. 01-9 Technology and Equipment File

Memorandums on equipment upgrades for photocopiers, binding equipment, CD duplicators, etc. and desktop software upgrades.

- a. TEMPORARY. Cut off files at end of calendar year. Destroy 3 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

3. 20-8 Computer System Security Backup File

Security backups for Main Network Segment (MNS), Justice Network Segment (JNS), and stand-alone systems, both incremental and full, created and maintained to restore the system in the event of a system failure or other unintentional loss of data. This disposition does not cover data copied for purposes other than for emergency system restoration. Nor does it cover data copied for specific systems and/or applications which may or may not be accessible through NDIC.

- a. Incremental Backups. Daily backups (usually made after the close of business) of system transactions made on that day only. TEMPORARY. Destroy, erase, or overwrite after one month.
- b. Full Backups. Full system backups (usually taken once a week after close of the business week) which becomes a copy of the system for that point in time. TEMPORARY. Destroy, erase, or overwrite after one month.
- c. Disk Image Backups. Disk image backup (usually once per build or major system modification) of operating system files of servers and stand-alone systems. TEMPORARY. Maintain until superseded or obsolete.



National Archives and Records Administration

MID ATLANTIC REGION
14700 TOWNSEND ROAD
PHILADELPHIA, PENNSYLVANIA 19154-1096
www.nara.gov/regional

Date: January 2, 2003

Reply to

Attn. Of: David S. Miller, NRBPR

Subject: Appraisal of RG 523: National Drug Intelligence Center (NDIC) Records Series

To: David Weber, NRBPR

The National Drug Intelligence Center (NDIC) requests disposition authority for three (3) records series.

Background

Established in 1993, NDIC operates as a component of the U.S. Department of Justice and as a member of the Intelligence Community. NDIC's mission is to support national policymakers and law enforcement with strategic domestic drug intelligence, to support Intelligence Community counterdrug efforts, and to produce national, regional, and state drug threat assessments. The General Counterdrug Intelligence Plan, signed by President Clinton in January 2000, designated NDIC as the nation's center for strategic domestic counter drug intelligence.

NDIC has offices at two locations: Johnstown, PA, and Washington, DC. The Johnstown office is considered its headquarters. NDIC uses its Washington Liaison Office primarily to support relations with law enforcement intelligence agencies, national policymakers, Congress, and the media.

NDIC's primary intelligence product, the National Drug Threat Assessment, gives policymakers and counterdrug executives a report on the threat of drugs, gangs, and violence. NDIC synthesizes the views of local, state, regional, and Federal agencies to produce a comprehensive picture of this national threat. Based on the specific threats identified, NDIC produces additional intelligence products consisting of predictive strategic estimates, organizational assessments, and baseline studies.

A 1998 United States General Accounting Office (GAO) report stated that two principal communities gather drug-related intelligence information: the national foreign intelligence and federal law enforcement communities. GAO identified "at least 22 federal or federally funded organizations spread across 5 cabinet-level departments (Justice, Treasury, Transportation, Defense, and State) and 2 cabinet-level organizations (Office of National Drug Control Police (ONDCP) and the Director of Central Intelligence) whose roles include collecting and/or producing counterdrug intelligence information."¹ GAO noted the difficulty in determining the spending and personnel for counterdrug intelligence because of the lack of separate budget line items and the use of agency functions and personnel for multiple functions and/or missions.

¹ GAO/NSIAD-98-142 *Drug Control: An Overview of U.S. Counterdrug Intelligence Activities*. United States General Accounting Office. June 1998. Page 3.

Item 1b: Where applicable, the electronic copy is also proposed for temporary retention.

Item 2. 01-9 Technology and Equipment File

Item 2a: This series consists of routine equipment management records. This item is proposed for temporary retention; the records have value for only a very short time.

Item 2b: Where applicable, the electronic copy is also proposed for temporary retention.

Item 3. 20-8 Computer System Security Backup File

These backup tapes are used merely for the purposes of maintenance and restoration of NDIC's computer network systems. The backups – incremental, full, and disk image – are not configured to serve as recordkeeping systems of any sort. The proposed dispositions are sufficient for NDIC's information technology staff to accomplish its goal of maintaining the networks for which NDIC is responsible.

Conclusion

I concur with this draft schedule and recommend the approval of this request.

DAVID S. MILLER
Senior Records Analyst
NRBPR