

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-523-04-1	DATE RECEIVED 4-6-2004
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Drug Intelligence Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pamela M. Nemeth	5. TELEPHONE (814) 532-4572	DATE 27 Aug 2004	ARCHIVIST OF THE UNITED STATES Feir Bellard

**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 7 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 3/28/03	SIGNATURE OF AGENCY REPRESENTATIVE Thomas D. Sylvia	TITLE Supervisor, General Services Unit
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

## **1. 02-3/02-4 Strategic Planning and Development**

Records concerning the strategic planning and development of NDIC, including correspondence, studies, and documents related to NDIC's charter, mission, and official seal; personnel management and Schedule A appointment authorities; independent status; and the NDIC brochure. Also, records relating to the preparation, coordination, review, and approval of multi-year strategic goals and objectives used for long-range planning, prioritization of budget requests, and allocation of resources.

Estimate of the volume of records accumulated annually: less than one cubic foot.

Total volume to date: less than one cubic foot.

Inclusive dates: 1991 to present.

- a. Records created on or before December 31, 1993: PERMANENT. Retire to Federal Records Center immediately. Offer to NARA in January 2014. See N1-523-94-01, Series 100.
- b. Records created on or after January 1, 1994: PERMANENT. Cut off when superseded or obsolete. Retire to Federal Records Center when volume necessitates. Offer to NARA in 5 year blocks when most recent record is 20 years old.
- c. Background material such as meeting notes, drafts, and correspondence: TEMPORARY. Cut off when completed product is approved or issued. Destroy 8 years after cutoff.
- d. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

## **2. 02-5 Letters of Appreciation**

Correspondence, memoranda, messages, and documentation from other agencies pertaining to jobs well done by NDIC personnel, excluding copies maintained in the OPF. Records may include letters of appreciation from other Federal, state, local agencies.

- a. Record copy: TEMPORARY. Cut off at end of calendar year. Destroy 2 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

## **3. 02-6 Director of Investigative Agency Policies (DIAP)**

NDIC's resolutions and correspondence pertaining to the DIAP.

- a. Record copy: TEMPORARY. Cut off at end of calendar year. Destroy 10 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

#### **4. 02-7 Government Performance and Results Act (GPRA) and Annual Performance Plan**

Reports, correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring NDIC's Annual Performance Plan.

Estimate of the volume of records accumulated annually: less than one cubic foot.

Total volume to date: less than one cubic foot.

Inclusive dates: 1994 to present.

- a. Record copy of the Annual Performance Plan: PERMANENT. Cut off after a new plan is approved by Department of Justice. Retire to Federal Records Center when volume necessitates. Offer to NARA in 5 year blocks, when most recent record is 20 years old.
- b. Background material such as meeting notes, drafts, and correspondence: TEMPORARY. Cut off after a new plan is approved by Department of Justice. Destroy 8 years after cutoff.
- c. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

#### **5. 03-1 Organizational Structure and Staffing**

Organizational charts and reorganization studies providing a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of NDIC. Reorganization studies may include final recommendations, proposals, and staff evaluations.

Estimate of the volume of records accumulated annually: less than 1 cubic foot.

Total volume to date: 2 cubic feet.

Inclusive dates: 1992 to present.

- a. Approved record copies of charts, studies, and statements of substantive organizational changes: PERMANENT. Retire to Federal Records Center when volume necessitates. Offer to NARA in 5-year blocks, when most recent record is 15 years old.

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

#### **6. 03-2 Full Time Equivalent (FTEs) and Billets**

Correspondence regarding the allocation of FTEs and billets to NDIC. Records may include field personnel comparative reports, summaries of projected FTE usage, and NDIC Air Force billet plans.

- a. Record copy: TEMPORARY. Cut off files at end of fiscal year. Destroy 5 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

#### **7. 04-6 Third Party Draft Systems [GRS 6.1a]**

Records showing the numerical listing of all drafts along with the approval officer signature, reports that verify the issuance of the drafts, and a copy of each draft issued.

- a. Record copy: TEMPORARY. Cut off files at end of fiscal year. Destroy 6 years, 3 months after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

#### **8. 05-2 Budget Program**

Guidance, input, monthly status reports, cost statements, rough data, and similar records accumulated in the preparation of annual budget estimates. Records include justifications, appropriation language sheets, narrative statements, related schedules, originating offices' copies of reports submitted to budget offices, and Congressional Budget Justification booklets.

- a. Record copy: TEMPORARY. Cut off files at end of fiscal year. Destroy 5 years after the close of the fiscal year covered by the budget.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

## **9. 08-3 Warranty and Maintenance Agreements**

Original warranty and maintenance agreements for non-automotive equipment, such as automated data processing (ADP) equipment, software, photocopiers, computer hardware, generators, facilities equipment, and other office equipment.

TEMPORARY. Destroy agreements one year after expiration.

## **10. 11-3/11-4 Employee Processing**

Checklist forms (NDIC Forms A-5, A-7, or their equivalents) used to ensure that employees receive entrance and exit briefings and to account for property issued by key units within NDIC.

- a. Record copy: TEMPORARY. Destroy form 3 years after transfer or separation of employee.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

## **11. 12-5 Staffing Reports [GRS 1.3]**

Records consist of detailed personnel listings and staffing reports showing NDIC's personnel movements, billets, strengths, and current hiring status.

- a. Record copy: 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: TEMPORARY. Delete after the recordkeeping copy has been produced.

## **12. 14-2 Employee Assistance Program (EAP)**

Records created in planning, coordinating, and directing the NDIC Employee Assistance Program.

- a. Record copy: TEMPORARY. Destroy when 3 years old or when superseded or obsolete, whichever is longer.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

## **13. 14-3 Contested Unemployment Compensation Claims**

Records containing information about former employees who voluntarily leave NDIC and subsequently file contested unemployment compensation claims at the state unemployment office. Records consist of documentation regarding the former employees' ineligibility for unemployment compensation.

- a. Record copy: TEMPORARY. Destroy 2 years after case is closed.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

#### **14.27-1 NDIC Projects**

Project records are analyses conducted by NDIC in accordance with its basic mission to collect, consolidate, and analyze drug information. Records contain statements of work, tasking documents stating the project's parameters and requirements, supporting gray literature, decisional documents, vetting reports with outside agency comments, and a final report with end notes. Records may also include status reports, trip reports, external dissemination, and liaison documentation, as well as databases used in support of the project.

- a. Record copy: TEMPORARY. Cut off when project is closed. Destroy 10 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

#### **15.27-2 NDIC Products**

Record copies of published analytical reports or studies on aspects of illegal narcotic activity such as drug use trends, drug trafficking organizations, gangs, and organized crime. The final product effectively summarizes research into law enforcement and other government reports, surveys, confidential informant sources, interviews with law enforcement and treatment experts, as well as open-source materials.

Estimate of the volume of records accumulated annually: two cubic feet.

Total volume to date: 22 cubic feet.

Inclusive dates: 1993 to present.

- a. Record copy: PERMANENT. Cut off at the end of the calendar year. Retire to Federal Records Center 15 years after cutoff. Offer to NARA in 5-year blocks, when most recent record is 20 years old.
- b. Background material such as meeting notes, drafts, and correspondence: TEMPORARY. Cut off when completed product is approved or issued. Destroy 8 years after cutoff.

- c. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

### **16. 27-3 Document Exploitation Projects**

Document Exploitation project records include summaries of significant findings furnished to the requesting agency, trip reports, project proposals, administrative documentation, and supporting databases.

- a. Record copy: TEMPORARY. Cut off when project is closed. Destroy 10 years after cutoff.
- b. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

### **17. 27-4 Surveys**

Responses from law enforcement agencies to NDIC's specific inquiries about local conditions, gang activity, organized crime, and other topics related to drug use and trafficking.

TEMPORARY. Cut off upon completion of the product that the survey supports. Destroy 5 years after cutoff.

### **18. 27-5 NDIC Product Management**

Correspondence related to the operation, administration, and production of NDIC products. Records may include format guidelines and product dissemination reviews.

- a. Record copy of correspondence: TEMPORARY. Cut off file at end of calendar year. Destroy 3 years after cutoff.
- b. Record copy of guidelines: TEMPORARY. Destroy when superseded by updated or revised guidelines.
- c. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after the recordkeeping copy has been produced.

### **19. 27-8 Document Exploitation Unaddressed Projects**

Correspondence from Federal, state, or local agencies requesting NDIC's Document Exploitation assistance which is denied or left unaddressed.

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