

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER	
		NI-523-09-3	
		DATE RECEIVED	
		9-28-2008	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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	DATE 2/2 2010	ARCHIVIST OF THE UNITED STATES 

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 pages(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 9/28/09	SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Operational Project Management Application (OPMA) See Attached		

**Records Retention Schedule  
National Drug Intelligence Center  
Operational Project Management Application (OPMA) Records**

On-line application used by Records Management to automate the process of storing, maintaining, and retrieving information relating to NDIC operational projects and products. This application provides a centralized repository for all project and product tracking information.

**1. OPMA Master File**

Data elements include, but are not limited to: project numbers and titles, unit/analyst assigned, dates opened/closed, product numbers and titles, publication dates, abstracts, and classification levels.

**Disposition: Temporary.** Delete record 25 years after project completion or cancellation.