

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-523-94-1	
1. FROM (Agency or establishment) U.S. Department of Justice		DATE RECEIVED 2-9-95	
2. MAJOR SUBDIVISION National Drug Intelligence Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE 12-1-95	
4. NAME OF PERSON WITH WHOM TO CONFER Karen Jewell Records Program Manager		5. TELEPHONE (814) 532-4681	
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	

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 <u>26</u> 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,		
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 2/2/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Deputy Director- Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see the description of items and proposed dispositions on the attached pages.		

DEC 13 1995
 MHV

100 Series. Planning and Evaluation

100 Planning and Evaluation--General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

101 Strategic Planning and Evaluation. (Reserved)

102 Operational Planning and Evaluation. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

103 Long Range Planning. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

104 National Drug Intelligence Center Seal. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

105 Career Development Program. ^{PERMANENT} Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

200 Series. Financial Management Records

200 Financial Management - General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Transfer to NARA in January 2024.

201 Procurement. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to the Federal Records Center. Destroy in January 1999.

202 Supplies. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to the Federal Records Center. Destroy two years after the completion or cancellation of the last order in file, in accordance with GRS 3, Item 8a.

203 Invoices. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to the Federal Records Center. Destroy in January 1997 in accordance with GRS 8, Item 2.

204 Requisitions. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy two years after the completion or cancellation of the last requisition in the file, in accordance with GRS 3, Item 8a.

205 Payroll. (Reserved).

206 Time and Attendance. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

207 Budget. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to the Federal Records Center. Destroy in January 1999.

207A Reimbursable Agreements. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

208 Accounting System. (Reserved).

209 Vouchers. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

210 Billing Procedures. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

211 Expenditures/Disbursement of Funds. (Reserved).

212 Expenditures/Disbursement of Funds - Approval Process. (Reserved).

213 Expenditures/Disbursement of Funds - Payment Methods. (Reserved).

214 Audit Matters. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

215 Financial Management Matters - Procedures (Handbooks). (Reserved).

216 Financial Management Matters - Reports/Monthly.

Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

217 Financial Management Matters - Reports/Quarterly.

Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT **218 Financial Management Matters - Reports/Annually.**

Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

219 Travel Matters - Approval Process. Disposition:

TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

220 Travel Matters - Government Regulations. Disposition:

TEMPORARY. Cut off at the end of CY 1993. Do not retire to the Federal Records Center. Destroy when superseded or obsolete.

221 Travel Matters - Payment Methods - Imprest.

Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

222 Travel Matters - Reimbursement Arrangements.

Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in April 2000.

223 Petty Cash Fund. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

224 Warranties. Disposition: TEMPORARY. Cut off at end of CY 1993. Do not retire to the Federal Records Center. Destroy when no longer needed.

225 Billing - Car Rental. (Reserved).

226 Billing - Telephones. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

226A Sprint Cards. (Reserved).

227 Billing - Ginns (BPO). Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

228 Billing - Federal Express. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

229 Billing - Egghead Discount Software. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

230 Overtime. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to the Federal Records Center. Destroy after GAO audit or in January 2000, whichever is sooner, in accordance with GRS 2, Item 7.

231 Return of Funds--FBIHQ. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

232 Authorization of T-Numbers. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

233 Billing - COMPUSA. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

234 Billing - Printers Plus. (Reserved).

235 Billing - Office Depot. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

236 Billing - Cambria True Value Hardware. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

237 Billing - American Precision Technology, Inc.
Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

238 Billing - Metropolitan Office Equipment Co.
Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

239 Billing - Coffee Fund Audit. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

240 Diners Club. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

241 Draft System Control File. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

242 Draft System - Inventory Control File. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

242A Draft System - Transaction Report Control File.
Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

242B Draft System - Drafts Issued. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

242C Draft System - Draft Requests. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

243 Estimated Travel Control - FD540s. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

244 Commercial Databases - Procurement. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

245 U. S. Tax Exemption Certificates. (Reserved).

246 GSA Supply/Shipment Status. (Reserved).

247 Soda Fund. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

248 Coffee Fund. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

249 Statement of Differences. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

250 Billing - Premiere Business Products. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

319 Billing - Penn Traffic Company. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

300 Series. Personnel and Training Matters

300 Personnel Matters--General. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

301 Personnel Plans. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

302 Performance Appraisal Program. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

303 Staffing Position Management. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

304 Position Classification. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

305 Hiring Plans and Procedures. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

306 Equal Employment Opportunity. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

307 Recognition Awards. Disposition: TEMPORARY. Official copy should be placed in OPF. All other copies: Destroy when two years old in accordance with GRS 1, Item 12.

308 Employee Assistance Files. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

309 Applicant Recruitment--Washington, D.C. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

310 Employee Personnel Files.

a. **Official Personnel Files.** Disposition: TEMPORARY. Maintain original documentation at Federal Bureau of Investigation, Defense Intelligence Agency and other agencies detailing personnel to NDIC in accordance with agreements between those agencies and the Office of Personnel Management. Maintain in accordance with GRS 1, Item 1.

b. **Duplicate OPF documentation.** Disposition: TEMPORARY. Maintain at NDIC while employee or detailee assigned. Transfer detailee documentation to new assignment at parent agency, if requested, or destroy employee or detailee documentation in accordance with Office of Personnel Management, Federal Personnel Manual, or GRS requirements.

311 Applicant Recruitment--Johnstown, Pennsylvania. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy in January 1996.

312 Career Development Program. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

313 Training - Agent Managerial. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

314 Training - Intelligence Research Analysts. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

314A Training - NDIC Staff and Project Management Skills. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

315 Training - Clerical Support. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

316 Personnel Matters - DoD. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

317 SAC Memos - FBI. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

317A SAC Airtels - FBI. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

318 Administration Transition. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

400 Series. Liaison

400 Liaison--General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401 Liaison--Law Enforcement Agencies--General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401A Liaison--EPIC. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401B Liaison--Drug Enforcement Administration. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401C Liaison--Immigration and Naturalization Service. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401D Liaison--U. S. Attorney's Office. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401E Liaison--Alcohol, Tobacco and Firearms. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401F Liaison--Customs Service. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401G Liaison--Federal Bureau of Investigation. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401G-1 Liaison--Federal Bureau of Investigation, Drug Investigation Unit. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401H Liaison--Organized Crime Drug Enforcement Task Force. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401I Liaison--Interpol. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401J Liaison--Internal Revenue Service. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401K Liaison--National Drug Control Policy (White House). Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401L Liaison--FINCEN. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401M Liaison-U. S. Marshal's Service. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401N Liaison-Border Interdiction Committee. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401O Liaison-International Affairs. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

401P Liaison-U. S. Fish and Wildlife Services. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

402 Liaison-State Agencies-General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

402A Liaison-HIDTA. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

402B Liaison-Los Angeles County Regional Criminal Information Clearinghouse. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

402C Liaison-FBI Regional Drug Intelligence Squads. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

403 Liaison-Government Agencies-General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

403A Liaison-Justice Department. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

403B Liaison-Defense Intelligence Agency. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

403C Liaison-Coast Guard. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

403D Liaison-Central Intelligence Agency. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

403D-1 Liaison-DCI Counternarcotics Center. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

404 Public Relations/Newspaper Articles. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

405 Congressional/Public Affairs. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

406 Liaison-Local Agencies. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

407 Memorandums of Understanding. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

408 Liaison-Law Enforcement Drug Intelligence Council (LEDIC). Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

409 Congressional Testimony-Speech Material. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

410 NDIC-DOD Point Papers. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

411 NDIC-DOJ Point Papers. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

412 NDIC-FBI Point Papers. (Reserved).

413 CIA/CNC Classified Material. Disposition: ^{PERMANENT} Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

413A Community Coordination Group (CCG) - Classified Material. (Reserved).

414 EPIC-General. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

415 Speeches/Conferences. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

416 General Accounting Office. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

417 Liaison-Intelligence Systems Support Office (ISSO). Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

418 Liaison--Regional Information Sharing System. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

419 NDIC Dedication Ceremony, Johnstown, PA. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

420 Liaison-National Security Agency. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

421 NDIC Management Conferences. Disposition: PERMANENT Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

422 Student Internship Program. Disposition: PERMANENT Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

423 NDIC Administrative File. Disposition: PERMANENT Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

500 Series. Records

500 Records--General. Disposition: PERMANENT Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

501 Electronic Filing System. Disposition: PERMANENT Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

502 Development of Manual Records. (Reserved).

503 Records Retention/Retrieval System. (Reserved).

504 Archival/Historical Records. (Reserved).

505 Legal issues. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

600 Series. Policy

600 General Policy. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

600A National Drug Control Strategy Reports. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Transfer to NARA in January 2024.

601 Policy Procedures. Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

602 Policy - Approval Process. (Reserved).

603 Policy - Recommendations for approval Levels.
(Reserved).

604 Policy - Benefits - General. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

604A Life Insurance Benefits - Policy. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

604B Health Insurance Benefits - Policy. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

604C Retirement Benefits - Policy. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

604D Workmen's Compensation Benefits - Policy. (Reserved).

700 Series. Security

700 Security - General. Disposition: ~~PERMANENT~~. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

701 Security Clearances. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy when superseded or obsolete in accordance with GRS 18, Item 23.

702 Physical Security. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy in January 1997 in accordance with GRS 18, Item 9.

703 Automated Data Processing Security. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

704 Security - Personnel. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy in January 1996 in accordance with GRS 18, Item 22.

705 Security - Documents. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy in January 1996 in accordance with GRS 18, Item 2.

706 Security - Emergency Planning. (Reserved).

707 Security - Facilities. (Reserved).

800 Series. Automotive Matters

800 Automotive Matters - General. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

TEMPORARY. Do NOT Retire To Federal Records Center, Destroy when no longer needed.

801 Purchasing of Vehicles. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

802 Leasing of Vehicles. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

803 Individual Vehicle records. (Reserved).Disposition: TEMPORARY. Cut off at the end of CY 1994.

804 Vehicle Maintenance. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

805 Use of Automobiles. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional File System. The approved disposition for the appropriate functional files series will cover these files.

806 Gas Credit Cards. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in April 2000.

807 Bureau Vehicle #932076 - 8/25/93 Accident File. Do not retire to the Federal Records Center. Destroy four years after vehicle leaves agency custody in accordance with GRS 10, Item 6.

900 Series. Facilities

900 Facilities - Johnstown. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

901 Facilities - Space Acquisition, Johnstown. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

902 Facilities - Leasing Procedures, Johnstown. (Reserved).

903 Furniture Acquisition - Johnstown. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

904 Furniture Acquisition - Department of Defense. (Reserved).

905 Furniture Acquisition - Federal Bureau of Investigation. (Reserved).

906 Facilities - Washington Liaison Office (WLO) McLean, VA. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

907 Facilities - Space Acquisition, WLO. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

908 Facilities - Leasing Procedures, WLO. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

909 Furniture Acquisition - WLO. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to the Federal Records Center in January 1996. Destroy in January 1999.

1000 Series. Maintenance

1000 Maintenance--General. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy three months after the completion or cancellation of all maintenance work cited in the file, in accordance with GRS 11, Item 5a.

1001 Maintenance--Housekeeping/Janitorial. (Reserved).

1002 Maintenance - Canon Corporation. Disposition: TEMPORARY. Cut off at the end of CY 1993. Do not retire to Federal Records Center. Destroy three months after the completion or cancellation of all maintenance work cited in the file, in accordance with GRS 11, Item 5a.

1100 Series. Publications and Printing

1100 Publications and Printing File--General. (Reserved).

1200 Series. Initial NDIC Development

1200 Team Files - General. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1201 Team A File. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1202 Team B File. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1203 Team C File. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1204 Strategic Intelligence Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1205 Organizational Intelligence Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1206 Document Exploitation Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1207 Liaison Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1208 Reference Center. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1209 Printing and Publications Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1210 Personnel Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1211 Budget Financial Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1214 Technical Support Sub-Working Group. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1215 Working Groups - IPR Guidance. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1216 Collection Management. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1218 Technical Support Division. Disposition: PERMANENT. Cut off at end of CY 1993. Retire to Federal Records Center in January 1998. Transfer to NARA in January 2024.

1300 Series. Initial NDIC Development Progress Reports

1300 Progress Reports - General. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1301 Progress Reports - Weekly. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1301A Progress Reports - Weekly - Team A. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1301B Progress Reports - Weekly - Team B. (Reserved).

1301C Progress Reports - Weekly - Team C. (Reserved).

1302 Progress Reports - Monthly. (Reserved).

1302A Progress Reports - Monthly - Team A. (Reserved).

1302B Progress Reports - Monthly - Team B. (Reserved).

1302C Progress Reports - Monthly - Team C. (Reserved).

1303 Field Surveys - General. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1304 Progress Reports - Weekly - Strategic Intelligence Sub-working Group. (Reserved).

1305 Progress Reports - Monthly - Strategic Intelligence Sub-working Group. (Reserved).

1306 Progress Reports - Weekly - Organizational Intelligence Sub-working Group. (Reserved).

1307 Progress Reports - Monthly - Organizational Intelligence Sub-working Group. (Reserved).

1308 Progress Reports - Weekly - Document Exploitation Sub-working Group. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1309 Progress Reports - Monthly - Document Exploitation Sub-working Group. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1310 Progress Reports - Weekly - Liaison Sub-working Group. (Reserved).

1311 Progress Reports - Monthly - Liaison Sub-working Group. (Reserved).

1312 Progress Reports - Weekly - Drug Publications Archives Sub-working Group. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1313 Progress Reports - Monthly - Drug Publications Archives Sub-working Group. (Reserved).

1314 Progress Reports - Weekly - Printing and Publications Sub-working Group. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1315 Progress Reports - Monthly - Printing and Publications Sub-working Group. (Reserved).

1316 Progress Reports - Weekly - Personnel Sub-working Group. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1317 Progress Reports - Monthly - Personnel Sub-working Group. (Reserved).

1318 Progress Reports - Weekly - Budget Financial Sub-working Group. (Reserved).

1319 Progress Reports - Monthly - Budget Financial Sub-working Group. (Reserved).

1320 Progress Reports - Weekly - Logistics Sub-working Group. Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Destroy in January 2000.

1321 Progress Reports - Monthly - Logistics Sub-working Group. (Reserved).

1322 Progress Reports - Weekly - Legal Working Group.
(Reserved).

1323 Progress Reports - Monthly - Legal Working Group.
(Reserved).

1324 Progress Reports - Technical Support Working Group
(TSWG) Minutes. (Reserved).

1325 Progress Reports - Monthly - Automated Data Processing
Working Group. (Reserved).

1326 NDIC Staff Meetings. Disposition: TEMPORARY. Cut off
at the end of CY 1993. Retire to Federal Records Center in
January 1996. Destroy in January 2000.

1327 Office Administration Working Group Progress Reports.
Disposition: TEMPORARY. Cut off at the end of CY 1993. Retire
to Federal Records Center in January 1996. Destroy in January
2000.

1328 Master Implementation Plan. (Reserved).

1329 NDIC Recreation Association. Disposition: TEMPORARY.
Cut off at the end of CY 1993. Retire to Federal Records Center
in January 1996. Destroy in January 2000.

1330 Document Exploitation-General. Disposition: Cut off at
the end of CY 1993. Brought files forward to appropriate series
under NDIC Functional Files System. The approved disposition for
the appropriate functional files series will cover these files:

1400 Series. Miscellaneous Files

1400 Miscellaneous Files--General. Disposition: TEMPORARY.
Cut off at the end of CY 1993. Do not retire to Federal Records
Center. Destroy in January 1996 or when no longer needed,
whichever comes first.

1450 Sensitive Compartmented Information Facility (SCIF).
Disposition: Cut off at the end of CY 1993. Brought files
forward to appropriate series under NDIC Functional Files System.
The approved disposition for the appropriate functional files
series will cover these files.

1500 Series. Automated Information System

1500 Automated Information System. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1501 File Centralization Pilot Project. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1502 Drug Enforcement Coordination System. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1503 National Pointer Index (NPIX). Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1504 Vendor Contacts. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1505 Information Resource Management Planning. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1506 Information Resource Management Policy. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1507 Information Resource Management Activities. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1508 EMERALD/ADNET. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1600 Series. Contract Matters

1600 Contracting--General. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1601 Contracts--Expendable. (Reserved).

1602 Contracts--Non-Expendable. (Reserved).

1700 Series. Property Management

1700 Property Management - General, Johnstown. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1701 Property Management - Personal Property, Johnstown. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1702 Property Management - Physical Property, Johnstown. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1703 Property Management - Accountability, Johnstown. (Reserved).

1704 Property Management - Equipment, Johnstown. Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1705 Property Management - Inventory, Johnstown.

Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1706 Property Management - Personal Property, WLO.

Disposition: Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1707 Property Management - Physical Property, WLO.

(Reserved).

1708 Property Management - Accountability, WLO. (Reserved).**1709 Property Management - Equipment, WLO. Disposition:**

Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1710 Property Management - Inventory, WLO. Disposition:

Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

1800 Series. NDIC Initial Implementation Team**1800 Implementation Team - General. Disposition:**

PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

1801 Implementation Team - Preliminary Planning Documents.

Disposition: PERMANENT. Cut off at the end of CY 1993. Retire to Federal Records Center in January 1996. Transfer to NARA in January 2024.

1900 Series. NDIC Intelligence Analyses Projects

1900 Nigerians Project. Disposition: ^{PERMANENT} Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1900A Nigerians--SEA. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1900B Nigerians--SWA. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1900C Nigerians--Africans. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1900D Nigerians--East US. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1900E Nigerians--West US. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1900F Nigerians--All Others. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
1901 Colombian Heroin Project. Disposition: ^ Cut off at the end of CY 1993. Bring files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

2000 Series. NDIC Intelligence Analyses Projects

PERMANENT
2000 South American Strategic. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

PERMANENT
2010 Colombian Heroin Strategic. Disposition: ^ Cut off at the end of CY 1993. Brought files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

3000 Series. NDIC Intelligence Analyses Projects

3000 Cocaine--General. Disposition: ^{PERMANENT} ^ Cut off at the end of CY 1993. Bring files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.

4000 Series. NDIC Intelligence Analyses Projects

4400 Heroin--General. Disposition: ^{PERMANENT} ^ Cut off at the end of CY 1993. Bring files forward to appropriate series under NDIC Functional Files System. The approved disposition for the appropriate functional files series will cover these files.