

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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

1. FROM (Agency or establishment)
OFFICE OF NATIONAL DRUG CONTROL POLICY

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Nell W. Doering **(202) 395-6471**

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-429-01-1**

DATE RECEIVED **5/17/2001**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **6-18-02** ARCHIVIST OF THE UNITED STATES
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 on the attached _____ 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 **5/7/01** SIGNATURE OF AGENCY REPRESENTATIVE *Nell W. Doering* TITLE **OA/ONDCP RECORDS MANAGEMENT OFFICER**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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Office of National Drug Control Policy (ONDCP)
(Records Control Schedule Attached)

W. sent copies to agency as requested, including necessary records

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF NATIONAL DRUG CONTROL POLICY**

(N1-429-01-1)

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OFFICE OF NATIONAL DRUG CONTROL POLICY

RECORDS CONTROL SCHEDULE

The principal purpose of the Office of National Drug Control Policy (ONDCP) is to establish policies, priorities, and objectives for the Nation's drug control program, with the overall goal of significantly reducing the production, availability, and use of illegal drugs both here at home and abroad.

In order to achieve this goal, ONDCP is charged with producing the National Drug Control Strategy, which directs the Nation's anti-drug efforts and establishes a program, a budget, and guidelines for cooperation among the Federal, State, and local entities involved.

By law, the Director of ONDCP is also responsible for evaluating, coordinating, and overseeing both international and domestic anti-drug efforts by all executive branch agencies, and ensuring that such efforts sustain and complement State and local anti-drug activities. The Director advises the President regarding necessary changes in the organization, management, budgeting, and personnel allocation of all Federal agencies involved, and notifies the President if these agencies are not in compliance with their obligations under the National Drug Control Strategy.

ONDCP was created by the Anti-Drug Abuse Act of 1988 to advise the President on a national drug control strategy, a consolidated drug control budget, other management and organizational issues, and reauthorized by the ONDCP Reauthorization Act of 1998. The Office was established in the Executive Office of the President. With the enactment of the legislation, ONDCP assumed the responsibilities of the National Drug Policy Board, National Narcotics Border Interdiction System, and the White House Drug Abuse Policy Office.

OFFICE OF THE DIRECTOR

ONDCP is headed by a Director, appointed by the President with the advice and consent of the Senate. The Director is responsible for annually promulgating a National Drug Control Strategy to be submitted to Congress by the President by February 1 of each year.

1. Office of the Director.

Series Title:

A. Director's Subject Files.

Series Description: These records reflect the Office of the Director's responsibilities. Included in these records are all types of documents created and received in the conduct of the Director's business, such as: letters to and from government agencies (both Federal, State, and foreign), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material. The ONDCP Director does not always keep a subject file.

Inclusive Dates: 1993-1996 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. **Recordkeeping system:**

DISPOSITION: PERMANENT

Cut-off every 4 years or upon the departure of the Director, whichever is sooner, and transfer to the EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved.

b. **Word Processing records associated with item a., above.**

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. **Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.**

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 – Item 1.D]

Series Title:

B. Director's Schedules.

Series Description: These records document the ONDCP Director's schedules, meetings, and invitations to the States, cities, and towns (includes foreign countries) and other personal appearances that were used to discuss drug prevention and control issues. The files consist of invitations to visit and persons present at visits, itineraries, statements and agendas and other pertinent background materials.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged by State and by date.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years or upon the departure of the Director, whichever is sooner, and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accessions may be transferred to NARA upon approval of this schedule: 429-95-4, 429-95-8, 429-95-9, 429-95-43]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

Series Title:

C. Director's Correspondence Files.

Series Description: These files consist of all types of mail addressed to the Director of ONDCP that is about drug prevention and control. Starting with the 2001 Administration these files will only contain pertinent official mail from Federal agencies, State and local governments, foreign countries and other substantial mail about drug prevention and control. In the future, all routine public mail and routine public mail referred from other sources will be maintained in the ONDCP Correspondence Files (See NOTE: under OCS, Item 3).

Inclusive Dates: March 16, 1996 through January 19, 2001 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: Control numbers are assigned to each document. There is an electron finding aid by subject and the sender's name that refers to the control number for retrieval purposes. (See Item 1.D. for the Electronic Tracking System).

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 20 cubic feet.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years or upon the departure of the Director, whichever is sooner, and transfer to the EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved.

- b. **Word Processing records associated with item a., above.**

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

- c. **Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.**

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 – Item 1.D]

Series Title:

D. Correspondence Tracking System.

Series Description: The Correspondence Tracking System is indexed by control number that is assigned to each document, but can be searched by subject, the sender's name, and/or other key words/phrases.

- a. **Master Date File of Correspondence Tracking System.**

Inclusive Dates: March 16, 1996 through January 19, 2001 and thereafter. The dates of these files coincide with the Presidential Administration involved.

DISPOSITION: PERMANENT

Transfer master data file of the Correspondence Tracking System to NARA at the end of each Presidential Administration in accordance with NARA procedures and with 36 CFR 1228.

- b. **Documentation – Correspondence Tracking System.** The documentation for each data file will include any additional information about the format of the data file and/or the context in which the data file was created.

Inclusive Dates: March 1996 through January 19, 2001 and thereafter. The dates of these files coincide with the Presidential Administration involved.

DISPOSITION: PERMANENT

Transfer a copy of the Correspondence Tracking System Documentation to NARA with the records described in 1.C. above. Transfer any updates to the documentation with subsequent transfers of records.

NOTE: All transfers of documentation will conform with requirements in 36 CFR 1228.

Series Title:

E. Director's Chronological Files.

Series Description: These files contain copies of correspondence signed by the Director and others in ONDCP, copies of the Director's schedules and other types of materials. Also included are some copies of e-mail.

Inclusive Dates: 1993-1996 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged chronologically.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years or upon the departure of the Director, whichever is sooner, and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved.

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

Series Title:

F. Special Assistant to the Director Subject Files.

Series Description: These records document the Special Assistant to the Director's responsibilities. Included in these records are all types of documents created and received in the conduct of the Special Assistant to the Director's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-37]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

OFFICE OF THE DEPUTY DIRECTOR

The Deputy Director of the Office of National Drug Control Policy assists the Director in carrying out the responsibilities of the Director under the Office of National Drug Control Policy Reauthorization Act of 1998 (21 U.S.C. §1701, *et seq.*). Additionally, under the same authority, the Deputy Director carries out powers and duties prescribed by the Director and serves as the Director in the absence of the Director or during any period in which the office of Director is vacant.

Series Title:

2. Deputy Director's Subject Files.

Series Description: These records reflect the Office of the Deputy Director's responsibilities. Included in these records are all types of documents created and received in the conduct of the Deputy Director's business, such as: letters to and from government agencies (both Federal, State, and foreign), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1997-2000 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years or upon the departure of the Deputy Director, whichever is sooner, and transfer to the EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved.

- b. **Word Processing records associated with item a., above.**

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

- c. **Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.**

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 – Item 1.D]

OFFICE OF THE CHIEF OF STAFF

The Office of the Chief of Staff (OCS) is responsible for managing agency operations and monitoring agency compliance with the Director's assignments. The Office is comprised of staff personnel who support the Chief of Staff in managing the activities of the ONDCP staff. Support and management functions are personnel management, support service, budget management, communications support, and correspondence management. The OCS keeps the Director informed of agency activities and provides feedback to program offices on issues of concern to the Director. The OCS occasionally appoints a Deputy Chief of Staff to assist this operation.

Series Title:

3. **OCS Subject Files.**

Series Description: These records reflect the Office of the Chief of Staff's responsibilities (including those of a Deputy OCS). Included in these records are all types of documents created and received in the conduct of the OCS's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to the EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accessions may be transferred to NARA upon approval of this schedule: 429-95-1, 429-95-2]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 – Item 1.D]

NOTE: ONDCP Correspondence Files.

These files consist of public opinion correspondence about drug prevention and control addressed to the **Office of National Drug Control Policy** referred from the White House and Congress, and received directly from the general public, State and local governments, civic groups, student bodies, parent teacher associations, and others. These files are maintained in the OCS, by the Executive Secretariat. Control numbers are assigned to each document. There is a finding aid by subject and the sender's name that refers to the control number for retrieval purposes. The volume accumulated is approximately 30 cubic feet each year. These files are temporary and eligible for destruction when 8 years old. **[Record Control Number: N1-429-93.3 – Item 1]**

OFFICE OF ADMINISTRATION

The Office of Administration (ADMIN) is responsible for providing a wide range of personnel, administrative management, telecommunications, facilities management, procurement, and administrative/support services to ONDCP. As such, the office has continual access to highly sensitive information in carrying out assigned duties and must be responsive to senior staff with respect to maintaining the confidentiality as well as the effectiveness and quality of the work assigned. The Director is member of the ONDCP Senior Staff and, in consultation with the Director of ONDCP, Deputy Director, and Chief of Staff. The Office assesses budgetary, financial, administrative and programmatic needs for the office, available resources, and other potential agency needs, and has delegated signature authority on matters concerning budget, finance, personnel, procurement, contracts and facilities. The Director's responsibilities are carried out through a staff that administers administrative management policies, programs, and other activities. When ONDCP was initially created this Office was part of the Office Budget, Planning, and Administration.

Series Title:

4. ADMIN Subject Files.

Series Description: These records reflect the Office of Administration's responsibilities and its administrative history. Included in these records are all types of documents created and received in the conduct of the ADMIN's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to the EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-22 – boxes 10 and 11 should be retired under Item 13 of this schedule]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 – Item 1.D]

Series Title:

5. ONDCP Audio/Video Tapes.

Series Description. Audio/Video tapes from the Director's Office and various ONDCP offices, Federal government agencies, industry, the private sector, etc. documenting current events and providing pertinent background information relating to ONDCP's functions.

Inclusive Dates: 1989-1992 and thereafter. The dates of these tapes will coincide with the Presidential Administration involved.

Arrangement Statement: The tapes are arranged by date and subject.

Statement of Restrictions: These tapes may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a). These tapes may have copyright restrictions.

Estimate of Annual Volume: Less than 1 cubic foot.

Estimate of Current Volume: Less than 1 cubic foot.

Disposition Instructions:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the tapes to the National Archives. Records must be transferred in accordance with 36 CFR 1228.266 for Audiovisual Records, Subparts (a to e) which describe the physical types that constitute the minimum record elements for archival purposes that are required by NARA for future preservation, duplication, and reference needs. (NOTE: During archival processing, NARA may destroy materials lacking historical value, poor quality materials or duplicate material that has not originated in ONDCP). [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-50]

FINANCIAL MANAGEMENT OFFICE

The Financial Management Office (FMO) is responsible for administering the financial management, reporting, internal budgeting, and fiscal accounting programs for ONDCP. This component serves as the focal point for the leadership and coordination of the internal ONDCP budgetary programs, to include policy and program planning, fiscal guidance and related planning analysis for ONDCP, as well as the oversight of ONDCP appropriations. This pertains to, but is not limited to the financial matters of the High Intensity Drug Trafficking Areas (HDTA), the Counter-Drug Technology Assessment Center (CTAC), the Special Forfeiture Fund (SFF), the Salaries and Expenses Budget, and the Gift Fund. In addition, the overall travel function for the agency is overseen by FMO. FMO assures effective coordination of financial management activities with the relative activities of other elements of ONDCP, with the EOP, Office of Administration (OA), and the Office of Management and Budget (OMB). FMO oversees the formulation of ONDCP's multi-year budget and development of the justification and background documentation for presentation to OMB and Congress for appropriation hearings, as well as participates in the ONDCP budget hearings of House and Senate Appropriations Committees.

Series Title:

6. **OFM Subject Files.**

These records reflect the Financial Management Office's responsibilities. Included in these records are all types of documents created and received in the conduct of the FMO's business, such as: letters to and from government agencies (both Federal and State), budgets, studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1993-1996 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 4 cubic feet.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved.

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

**[Delete when Federal records have been copied to the recordkeeping system.
N1-429-95.2 - Item 1.D]**

OFFICE OF STATE AND LOCAL AFFAIRS

The Office of State and Local Affairs (OSLA) coordinates ONDCP relationships and outreach efforts to State and local government agencies as well as public interest groups. The OSLA consults with State and local agencies to gather input for development of the National Drug Control Strategy and also works with these agencies to promote the implementation of drug control policies and programs at the State and local level of government. The office advises the Director of ONDCP on the views of State and local officials. In addition, the office maintains liaison with Federal law enforcement agencies to promote programs and federal cooperation with State and local counter drug programs, including overseeing the High Intensity Drug Trafficking Area (HIDTA) Program. The HIDTA program and the Law Enforcement program were transferred to OSLA from the Office of Supply Reduction. The office was previously called the Bureau of State and Local Affairs.

Series Title:

7. OSLA Subject Files.

Series Description: These records reflect the Office of State and Local Affairs Office's responsibilities. Included in these records are all types of documents created and received in the conduct of OLSA's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 4 cubic feet.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accessions may be transferred to NARA upon approval of this schedule: 429-94-17, 429-94-24, 429-95-44]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 - Item 1.D]

COUNTERDRUG TECHNOLOGY ASSESSMENT CENTER

The Counterdrug Technology Assessment Center (CTAC) advises the Director of ONDCP on counterdrug research and development policies and programs and on substance abuse addiction and rehabilitation research. The center helps to implement the scientific research and technology development initiatives that support the National Drug Control Strategy. The Counterdrug Technology Assessment Center serves as the central research and development organization in the United States Government for counterdrug enforcement and drug abuse education, prevention and treatment.

Series Title:

8. CTAC Subject Files.

Series Description: These records reflect the Counterdrug Technology Assessment Center's responsibilities. Included in these records are all types of documents created and received in the conduct of CTAC's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 2 cubic feet.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-24]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95.2 - Item 1.D]

OFFICE OF DEMAND REDUCTION

The Office of Demand Reduction is responsible for advising the Director of ONDCP on domestic and international policies and programs to reduce the demand for drugs and ensuring the implementation of the demand-related portions of the National Drug Control Strategy. Demand reduction includes drug prevention and education, treatment and rehabilitation, drug programs in the workplace, and international cooperation on demand reduction. The Office of Demand Reduction advises the ONDCP Director on policies, strategies, goals, objectives, and priorities pertaining to demand reduction; participates in the development of the National Drug Control Strategy and oversees the implementation of the policies, objectives, and priorities outlined in the Strategy. In addition, the Office of Demand Reduction is responsible for implementing the National Youth Anti-Drug Media Campaign, and the grant program authorized by the Drug-Free Communities Act.

Series Title:

9. ODR Subject Files.

Series Description: These records reflect the Office of Demand Reduction's responsibilities. Included in these records are all types of documents created and received in the conduct of ODR's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by function.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 8 cubic feet.

Estimate of Current Volume: 2 cubic feet.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accessions may be transferred to NARA upon approval of this schedule: 429-95-25, 429-95-49]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

OFFICE OF LEGAL COUNSEL

The Office of Legal Counsel (OLC) advises the Director and staff of the ONDCP regarding all legal questions confronting the agency. The office's primary function is to advise the Director and agency personnel on the scope and effect of their legal authority. It also is responsible for monitoring and commenting on drug control measures, proposed legislation which impacts drug control policy, overseeing compliance with Federal ethics laws and regulations by ONDCP's Director and staff and ensuring agency compliance with Federal records laws and Freedom of Information Act requests. Finally, the OLC is responsible for advising the Director and senior staff on issues of administrative, contract, copyright, criminal, fiscal, international, procurement, personnel, security, and appropriations law that arise in the course of ONDCP's daily operations. This Office is sometimes referred to as the Office of the General Counsel.

Series Title:

10. OLC Subject Files.

Series Description: These records reflect the Office of Legal Counsel's responsibilities. Included in these records are all types of documents created and received in the conduct of OLC's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a), as well as restrictions related to lawyer/client privilege.

Estimate of Annual Volume: 2 cubic feet.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-10]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

OFFICE OF LEGISLATIVE AFFAIRS

The Office of Legislative Affairs (OLA) is ONDCP's liaison with the Congress, the White House Office of Legislative Affairs, and the legislative offices of federal agencies involved in implementing the National Drug Control Strategy. The office monitors and analyzes drug-related legislation and is responsible for developing and implementing legislative strategies to guide policy issues and appropriations through Congress; serving as the Director's principle advisor on issues as they are affected by Congressional action; and ensuring that ONDCP is aware of Congressional concerns regarding drug-related issues and that Congress is aware of the Administration's concerns on drug-related policy and budget. The OLA is responsive to Congressional requests for information, briefings, and hearings and is proactive in its efforts to support national drug control policies in the legislative branch. This Office was previously called the Office of Congressional Affairs.

Series Title:

11. OLA Subject Files.

Series Description: These records reflect the Office of Legislative Affairs's responsibilities. Included in these records are all types of documents created and received in the conduct of OLA's business, such as: letters to and from government agencies (both Federal and State) and Congress, studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by function and subject. Some of the files are arranged chronologically.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 7 cubic feet.

Estimate of Current Volume: 2 cubic feet.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-94-23]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

OFFICE OF PROGRAMS, BUDGET, RESEARCH, AND EVALUATION

The Office of Programs, Budget, Research and Evaluation (OPBRE) is responsible for the development of coordination of key policy and budget recommendations for the National Drug Control Strategy. The office conducts and coordinates research and policy analyses in support of a wide range of issues and in a number of functional areas. Included are analyses and evaluations to measure the Strategy's effectiveness, as defined by the Strategy's goals and objectives, as well as specific analytical work in support of the development of Statements of Administration Position (SAPs), responses to Congressional inquiries, input for proposed Administration legislative initiatives, and other areas closely related to drug policy.

Specific activities of OPBRE include assistance with both the consultation process for and the preparation of the annual National Drug Control Strategy and its companion National Drug Control Strategy Budget Supplement. In the development of the latter, the office must review all Executive Branch drug control Department and agency (National Drug Control Program agencies) budgets for certification. This certification is based on their adequacy to implement the President's goals, priorities, and objectives as stated in the National Drug Control Strategy. OPBRE also has the lead for key evaluation and policy analyses and manages both the ONDCP policy research agenda and budget, and the official ONDCP Clearinghouse/Internet site (White House Office of National Drug Control Policy, Drug Policy Information Clearinghouse). The Director of Planning, Budget, and Research serves as chair of the Data, Evaluation and Interagency Coordination Subcommittee of ONDCP's Research, Data, and Evaluation Advisory Committee.

Series Title:

12. OPBRE Subject Files.

Series Description: These records reflect the Program, Budget, Research and Evaluation's responsibilities. Included in these records are all types of documents created and received in the conduct of OPBRE's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by function and subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 6 cubic feet.

Estimate of Current Volume: 2 cubic feet.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accessions may be transferred to NARA upon approval of this schedule: 429-94-20, 429-94-21, 429-94-22, 429-95-5, 429-95-6, 429-95-7, 429-95-12, 429-95-13, 429-95-26]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

Series Title:

13. ONDCP Publications.

Series Description: A copy of all ONDCP publications is maintained by OPBRE. The program area where the publication originates also maintains a copy filed by subject. ONDCP publications are also available from the National Drug Clearinghouse and the Media Campaign Clearinghouse.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by date and subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-22 boxes 10 and 11]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

- c. **Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.**

DISPOSITION: TEMPORARY

**[Delete when Federal records have been copied to the recordkeeping system.
N1-429-95-2 - Item 1.D]**

PUBLIC AFFAIRS OFFICE

The Public Affairs Office (PAO) serves as a liaison between ONDCP and the media. Public Affairs highlights ONDCP messages through a schedule of major media events including press conferences, television and radio interviews, and public service announcements. Public Affairs plans media efforts and programs. The office develops information to effectively respond to issues and problems of national scope and ensures that the objective, views and plans of the Director and the Administration are conveyed to the public.

Series Title:

14. PAO Subject Files.

Series Description: These records reflect the Public Affairs Office's responsibilities. Included in these records are all types of documents created and received in the conduct of PAO's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, master set of press releases and speeches, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-3]

- b. **Word Processing records associated with item a., above.**

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

- c. **Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.**

DISPOSITION: TEMPORARY

**[Delete when Federal records have been copied to the recordkeeping system.
N1-429-95-2 - Item 1.D]**

OFFICE OF STRATEGIC PLANNING

The Office of Strategic Planning (OSP) supports the Director of the ONDCP in designing and implementing the overarching strategies for achieving progress toward the goals identified in the National Drug Control Strategy. Specific responsibilities of the office include the production of the National Drug Control Strategy, speeches, newspaper articles, editorials and Congressional testimony, and the overall coordination of the Director's travel and public appearances. Working together with the entire ONDCP staff, the OSP ensures that the message of ONDCP is articulate, clear, factually accurate and reaches the most appropriate audience in the most effective manner.

Series Title:

15. OSP Subject Files.

Series Description: These records reflect the Office of Strategic Planning's responsibilities. Included in these records are all types of documents created and received in the conduct of OSP's business, such as: letters to and from government agencies (both Federal and State), studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1996-2000 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved.

- b. **Word Processing records associated with item a., above.**

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

- c. **Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.**

DISPOSITION: TEMPORARY

**[Delete when Federal records have been copied to the recordkeeping system.
N1-429-95-2 - Item 1.D]**

OFFICE OF SUPPLY REDUCTION

The Office of Supply Reduction (OSR) is responsible for advising the Director of ONDCP on policies and programs to reduce the supply of drugs, and ensures the implementation of the supply reduction programs in support of the goals and objectives of the National Drug Control Strategy. In carrying out this responsibility, the office advises the Director, ONDCP, on policies, objectives, and priorities pertaining to supply reduction and participates in the annual promulgation of the National Drug Control Strategy in supply reduction areas. Additionally, the office coordinates and oversees the implementation by National Drug Control Program agencies of the policies, objectives and priorities in supply reduction established by the Strategy; and makes recommendations to the Director regarding changes in the organization, management, and budgets of Federal departments and agencies engaged in supply reduction. The High Intensity Drug Trafficking Area (HIDTA) program was transferred to the Office of State and Local Affairs (OSLA), formerly BSLS. The Office of National Security Affairs was abolished and the function became a part of the Office of Supply Reduction.

Series Title:

16. OSR Subject Files.

Series Description: These records reflect the Office of Supply Reduction's responsibilities. Included in these records are all types of documents created and received in the conduct of OSR's business, such as: letters to and from government agencies (both Federal and State) and foreign governments, studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged alphabetically by function and subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 8 cubic feet.

Estimate of Current Volume: 4 cubic feet.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accessions may be transferred to NARA upon approval of this schedule:

429-94-16, 429-94-18, 429-95-18, 429-95-19, 429-95-20, 429-95-21, 429-95-23]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]

OFFICE OF INTELLIGENCE

The Office of Intelligence (OI) oversees development and implementation of an effective interagency intelligence effort that supports the President's National Drug Control Strategy. The office monitors and evaluates domestic and foreign drug intelligence programs carried out by various drug control program agencies. Advised the Director of ONDCP on intelligence information related to the production, trafficking, smuggling and distribution of illicit drugs directed at the United States. The Office of Research was abolished and the function became a part of the Office of Intelligence.

Series Title:

17. **OI Subject Files.**

Series Description: These records reflect the Office of Intelligence's responsibilities. Included in these records are all types of documents created and received in the conduct of OI's business, such as: letters to and from government agencies (both Federal and State) and foreign governments, studies, reports, inter and intra office memoranda, some copies of e-mail, and pertinent background material.

Inclusive Dates: 1989-1992 and thereafter. The dates of these files coincide with the Presidential Administration involved.

Arrangement Statement: The files are arranged chronologically by subject.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 6 cubic feet.

Estimate of Current Volume: 2 cubic feet.

Disposition Instructions:

a. Recordkeeping system:

DISPOSITION: PERMANENT

Cut-off every 4 years and transfer to EOP depository which will then transfer the records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-47]

b. Word Processing records associated with item a., above.

DISPOSITION: TEMPORARY

Delete from the word processing application after inclusion in agency recordkeeping system.

c. Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.

DISPOSITION: TEMPORARY

[Delete when Federal records have been copied to the recordkeeping system. N1-429-95-2 - Item 1.D]