

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
PRESIDENT'S DRUG ADVISORY COUNCIL

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering

5. TELEPHONE
(202) 395-6471

LEAVE BLANK (NARA use only)

JOB NUMBER **N11-429-02-1**

DATE RECEIVED **4/2/02**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **8-22-02** ARCHIVIST OF THE UNITED STATES
John W. Carl

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE **3/27/02** 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Office Of National Drug Control Policy (ONDCP) President's Drug Advisory Council (PDAC)		

24 copies sent to Agency, NWML, NWMD, NL, NWOS

**OFFICE OF NATIONAL DRUG CONTROL POLICY
PRESIDENT'S DRUG ADVISORY COUNCIL**

These records are about the Office of National Drug Control Policy (ONDCP), President's Drug Advisory Council (PDAC).

Series Title:

1. **PDAC Subject Files.**

Series Description: These records reflect the activities and responsibilities of the President's Drug Advisory Council (PDAC). Included in these records are all types of documents created and received in the conduct of the Council's business, such as: organization and startup, membership, minutes of meetings, committee activities, reports and studies, letters to and from government agencies (both Federal, State, and foreign), inter and intra office memoranda, correspondence to and from components of the private sector, and pertinent background material.

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

Arrangement Statement: The files are arranged by major subjects and listed randomly thereunder.

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).

Annual Volume: 2.5 cubic feet.

Current Volume: 10 cubic feet.

Disposition Instructions:

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: 429-95-38]

Series Title:

2. PDAC Audio/Video Tapes.

Series Description. Audio/Video tapes that document various activities and functions of the President's Drug Advisory Council (PDAC) including briefings and meetings.

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

Arrangement Statement: The tapes are arranged by year, date, and subject (some are undated).

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: 1 cubic foot.

Estimate of Current Volume: 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. (NOTE: During archival processing, NARA may destroy materials lacking historical value, poor quality materials or duplicate material that has not originated in PDAC). [The following WNRC accession may be transferred to NARA upon approval of this schedule: 429-95-51]