



Office of the Chief
Records Officer for the
U.S. Government

Sent Via Email. No Hard Copy to Follow.

November 20, 2020

Kelleigh A. Miller
Agency Records Officer
Department of Justice
Drug Enforcement Administration
700 Army-Navy Drive
Arlington, VA 22202

Dear Ms. Miller:

While the National Archives and Records Administration (NARA) was working with the Drug Enforcement Agency (DEA) on a schedule update for the DEA's training records, it came to our attention that the DEA cannot locate the Training Aids Files, which have been scheduled as permanent since 1977. These records were first scheduled under NC1-170-77-01 / 830-02 and later rescheduled under N1-170-89-1 / 830-02. According to our documentation, the DEA has never transferred Training Aids Files to NARA.

In accordance with 36 CFR 1230.16(b), NARA requests that you respond within 30 business days and provide us with a report documenting the search to locate these records. If the records cannot be located, your report should include statements of safeguards to prevent further loss and all details of the actions taken to recreate or reconstruct the records. We will also need documentation of any records that are determined to be lost or destroyed. This documentation should include a description of the records, including the dates that the records were created, approximate volume of the missing records, and a description of the office that created and maintained the records.

Thank you for your attention to this matter. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

for the U.S. Government