

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION	
2. MAJOR SUBDIVISION OFFICE OF OPERATIONS MANAGEMENT	
3. MINOR SUBDIVISION POLICY AND PROCEDURES SECTION	
4. NAME OF PERSON WITH WHOM TO CONFER DIANA A. BOYD	5. TELEPHONE 202-307-4186

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER 71-170-04-9	
DATE RECEIVED 5-18-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-15-04	ARCHIVIST OF THE UNITED STATES <i>J. 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 \_\_\_\_\_ 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 05/12/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra Liddell</i> Sandra Liddell 202-307-3467	TITLE SARR, Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	DFN: 1220-64 DEA Enhanced Non-drug Evidence Database System (ENEDS)		

*cc: Agency, DR, NWMWA*

**DFN: 1220-64**

**DEA Enhanced Non-drug Evidence Database System (ENEDS)**

**Program:** Office of Operations Management (OM)

**Applicability:** Policies and Procedures Section (OMM)

**Identifying Information:**

Description: The Drug Enforcement Administration Enhanced Non-drug Evidence Database System (ENEDS) serves as a tracking and reporting system for non-drug evidence and pertinent bulk drug exhibits that have been taken into custody by DEA. It also facilitates an annual inventory of the non-drug evidence and bulk marijuana entered into the system and stored in pertinent vaults and serves as a management tool, ensuring timeliness and allowing monitoring of evidence processing.

Although DEA does not officially utilize these processes, the system is also capable of: (a) providing an efficient and auditable inventory accounting system of the data input to the system compared to that stored in the pertinent vaults; (b) maintaining a legally defensible trail of custody for each exhibit throughout the life of the case; and (c) generating quarterly financial reports for the DEA financial statements.

**Specific Restrictions:**

Access is restricted to federal law enforcement agencies.

**Vital Record.** No.

**Specific Legal Requirements:**

Chief Financial Officer's Act 1990  
Federal Accounting Standards Advisory Board (FASAB)  
Office of Management and Budget (OMB)  
System to Retrieve Information from Drug Evidence (STRIDE)  
Office of Information Systems Firebird Standards (FS)  
Office of Security Programs Certification & Accreditation (C&A)

**Disposition Information:****A. System Inputs:**

DEA-7, Report of Drug Property Collected, Purchased or Seized  
 DEA-7a, Acquisition of Non-Drug Property and Regulatory Seizures  
 DEA-48, Disposition of Drug Evidence  
 DEA-48a, Disposition of Non-Drug Evidence  
 DEA-12, Receipt for Cash or Other Items.

**Temporary.**

The ~~DEA 7, 7a, 48, 48a and 12~~ are part of the investigative case file and are retained  
~~in accordance with DFN: 601-07 (NC1-170-77-1).~~

*Does not  
 require disposition  
 approval.  
 TT  
 8/3/04*

**B. System Data:**

The data contained in ENEDS is comprised of an inventory of drug and non-drug exhibits and a history of transactions concerning these exhibits.

**Temporary.**

Maintain for 25 years after close of case or when no longer needed for reference and operational purposes, whichever is later.

**C. System Outputs:**

The outputs are in the form of inventories, log books, 30-day reports, firearms reports and bar code labels.

**Temporary.**

Retain until no longer needed for reference or operational purposes.

**D. System Documentation:**

DEA Agents Manual  
 ENEDS Technical Training Manual  
 Financial Management and Policy Handbook  
 Functional Requirements Document  
 System Design Document  
 Requirements Traceability Matrix  
 System Test Plan/Test Scripts  
 Security Plan  
 System Version Description.

**Temporary.** Maintain for life of system and destroy when no longer needed for operational purposes.

**E. E-Mail and Word Processing System Copies:**

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

**Temporary.** Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Temporary.** Destroy/delete when dissemination, revision, or updating is completed.

*See updated  
copy as agreed  
to with agency.  
TT 8/3/04*

## **Disposition Information:**

### **A. System Inputs:**

DEA-7, Report of Drug Property Collected, Purchased or Seized  
DEA-7a, Acquisition of Non-Drug Property and Regulatory Seizures  
DEA-48, Disposition of Drug Evidence  
DEA-48a, Disposition of Non-Drug Evidence  
DEA-12, Receipt for Cash or Other Items.

#### **Temporary.**

The DEA 7, 7a, 48, 48a and 12 are part of the investigative case file and are retained in accordance with DFN: 601-07 (NC1-170-77-1).

### **B. System Data:**

The data contained in ENEDS is comprised of an inventory of drug and non-drug exhibits and a history of transactions concerning these exhibits.

#### **Temporary.**

Retain until no longer needed for reference and operational purposes.

### **C. System Outputs:**

The outputs are in the form of inventories, log books, 20-day reports, firearms reports and bar code labels.

#### **Temporary.**

Retain until no longer needed for reference or operational purposes.

### **D. System Documentation:**

DEA Agents Manual  
ENEDS Technical Training Manual  
Financial Management and Policy Handbook  
Functional Requirements Document  
System Design Document  
Requirements Traceability Matrix  
System Test Plan/Test Scripts  
Security Plan  
System Version Description.

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