

Request for Records Disposition Authority

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Records Schedule Number	DAA-0170-2014-0003	
Schedule Status	Modified Approved Version	
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Agency or Establishment	Drug Enforcement Administration	
Record Group / Scheduling Group	Records of the Drug Enforcement Administration	
Records Schedule applies to	Agency-wide	
Schedule Subject	Expunction Order Files	
Internal agency concurrences will be provided	No	
Background Information	These files relate to a Federal Court Order to expunge/eradicate records, information in a record or information in a system related to legal proceedings brought pursuant to 18 U.S.C. subsection 3606, 21 U.S.C. subsection 844, 5 U.S.C. subsection 552a in which DEA is a party.	

Item Count

Number of Total Disposition Items		[· · · · · · · · · · · · · · · · · · ·	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

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Outline of Records Schedule Items for DAA-0170-2014-0003

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Sequence Number	
1	Expunction Order Files Disposition Authority Number: DAA-0170-2014-0003-0001
2	Correspondence Disposition Authority Number: DAA-0170-2014-0003-0002



Records Schedule Items

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Sequence Number					
1	Expunction Order Files				
	Disposition Authority Number	DAA-0170-2014-0003-0001			
	Records, files, or information in a system relating to the defendant's arrest to be expunged pursuant to a Federal Court Order. The expunction files will contain the orders of the court, pleadings, the original of the expunged record(s), and copies of the changed or modified records.				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes			
	Do any of the records covered by this item exist as structured electronic data?	Yes			
	Disposition Instruction				
	Retention Period	Destroy immediately.			
	Additional Information				
	GAO Approval	Not Required			
2	Correspondence				
	Disposition Authority Number	DAA-0170-2014-0003-0002			
	Correspondence documenting efforts to order to comply with the court order, including certification of compliance.				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	No			
1	Disposition Instruction				

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0170-2014-0003

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Cutoff Instruction

Retention Period

Date of Certification

Destroy 3 year(s) after Date of Certification

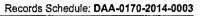
Additional Information

GAO Approval

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Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

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Date	Action	Ву	Title	Organization
10/31/2013	Certify	Janet Gardner	Chief, records Mana gement Unit	Drug Enforcement Administration - Records Management Unit
07/01/2014	Submit for Concur rence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist