

Request for Records Disposition Authority

Records Schedule Number DAA-0170-2015-0002

Schedule Status Approved

Agency or Establishment Drug Enforcement Administration

Record Group / Scheduling Group Records of the Drug Enforcement Administration

Records Schedule applies to Agency-wide

Schedule Subject Non-actionable Items

Internal agency concurrences will be provided No

Background Information This schedule pertains to non-actionable information obtained pursuant to the service of a DEA Administrative Subpoena.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0170-2015-0002

Sequence Number

1

Non-actionable Items

Disposition Authority Number: DAA-0170-2015-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Non-actionable Items</p> <p>Disposition Authority Number DAA-0170-2015-0002-0001</p> <p>Non-actionable information received by the agency from the service of a DEA Administrative Subpoena. Records maybe kept electronically, on removable media or hardcopy (i.e., paper).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Receipt date</p> <p>Retention Period Destroy 3 year(s) after date of receipt.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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

Date	Action	By	Title	Organization
03/06/2015	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
06/09/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist