

Request for Records Disposition Authority

Records Schedule Number DAA-0170-2017-0001

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 Communication Files

Internal agency concurrences will be provided No

Background Information These files accumulate from developing, administering, operating, and maintaining communications facilities and equipment, including services, security, and logistics.
These files are kept by Operations, Inspection, Information Systems, and Administration.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0170-2017-0001

Sequence Number	
1	Command Center Operations Files Disposition Authority Number: DAA-0170-2017-0001-0001
2	Communications Equipment and Service Files Disposition Authority Number: DAA-0170-2017-0001-0002
3	COMSEC Files
3.1	COMSEC Field Account Files Disposition Authority Number: DAA-0170-2017-0001-0003
3.2	COMSEC Central Office of Record Files Disposition Authority Number: DAA-0170-2017-0001-0004

Records Schedule Items

Sequence Number						
1	Command Center Operations Files Disposition Authority Number DAA-0170-2017-0001-0001 Records created, received, or maintained related to the operation of the Command Center, transmission or receipt of electrically transmitted messages, and notifications of activity. Includes, but is not limited to: registers, logs, work orders, reports, messages, tracers, and administrative information regarding message traffic. 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					
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>2410</td> <td>DEA Records Information System (DEARIS) Handbook</td> </tr> </table>	Manual Citation	Manual Title	2410	DEA Records Information System (DEARIS) Handbook	
Manual Citation	Manual Title					
2410	DEA Records Information System (DEARIS) Handbook					
	GRS or Superseded Authority Citation NC1-170-77-001 / 990-01 NC1-170-77-001 / 990-02 NC1-170-77-001 / 990-04 NC1-170-77-001 / 990-05 NC1-170-77-001 / 990-06 DAA-GRS-2016-0012-0001, in part DAA-GRS-2016-0012-0002, in part					
	Disposition Instruction Cutoff Instruction Cut off at end of fiscal year in which work was completed or message is received. Retention Period Destroy 7 year(s) after cut off.					
	Additional Information GAO Approval Not Required					

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Communications Equipment and Service Files

Disposition Authority Number **DAA-0170-2017-0001-0002**

Records that reflect the operation, acquisition, maintenance, and disposal of communication services, equipment, facilities, networks and systems. Includes, but is not limited to: inventories, registers, logs, work orders, reports, and administrative information regarding communication equipment.

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**

Manual Citation	Manual Title
2420	DEA Records Information System (DEARIS) Handbook

GRS or Superseded Authority Citation **NC1-170-77-001 / 970-01**
NC1-170-77-001 / 970-02/A
NC1-170-77-001 / 970-02/B
NC1-170-77-001 / 970-03/A
NC1-170-77-001 / 970-03/B
NC1-170-77-001 / 970-04/A
NC1-170-77-001 / 970-04/B
NC1-170-77-001 / 970-05
NC1-170-77-001 / 980-01
DAA-GRS-2016-0011-0001, in part
DAA-GRS-2016-0011-0004, in part
DAA-GRS-2013-0005-0004, in part
DAA-GRS-2013-0003-0002, in part

Disposition Instruction

Cutoff Instruction **Cut off at end of fiscal year.**

Retention Period **Destroy 5 year(s) after cut off.**

Additional Information

GAO Approval **Not Required**

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COMSEC Files

3.1

Description: Records that relate to establishing viable work efforts as it pertains to transmission of classified data, secure voice, classified keying material and compliance with national policies for safeguarding controlled cryptographic items which include associated paper and electronic document files prepared by DEA COMSEC Accounts. Includes, but are not limited, to the below listed records: • COMSEC Material Report (SF-153) • Inventory report • DEA Form-56, Cryptographic Access Form • Equipment briefing: • Equipment transfers • Receipts • Destructions • Inventories • Audits • Briefs • Briefs for all COMSEC Accounts

COMSEC Field Account Files

Disposition Authority Number DAA-0170-2017-0001-0003

COMSEC documents created, received, or maintained in DEA's field offices.

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

Manual Citation	Manual Title
2431	DEA Records Information System (DEARIS) Handbook

GRS or Superseded Authority Citation NC1-170-77-001 / 230-01
 NC1-170-77-001 / 230-02
 NC1-170-77-001 / 230-03
 NC1-170-77-001 / 230-04
 NC1-170-77-001 / 230-05/A
 NC1-170-77-001 / 230-05/B
 NC1-170-77-001 / 230-06
 NC1-170-77-001 / 230-07/A
 NC1-170-77-001 / 230-07/B
 NC1-170-77-001 / 230-11
 NC1-170-77-001 / 230-12
 DAA-GRS-2016-0011-0001, in part
 DAA-GRS-2016-0011-0008, in part

Disposition Instruction

3.2

Cutoff Instruction	Cut off for DEA Form 56 when personnel no longer requires access; for all other records, end of calendar year.
Retention Period	Destroy 3 year(s) after cut off.
Additional Information	
GAO Approval	Not Required
COMSEC Central Office of Record Files	
Disposition Authority Number	DAA-0170-2017-0001-0004
COMSEC documents created, received, or maintained in DEA's Central Office of Record.	
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

Manual Citation	Manual Title
2432	DEA Records Information System (DEARIS) Handbook

GRS or Superseded Authority Citation	NC1-170-77-001 / 230-01 NC1-170-77-001 / 230-02 NC1-170-77-001 / 230-03 NC1-170-77-001 / 230-04 NC1-170-77-001 / 230-05/A NC1-170-77-001 / 230-05/B NC1-170-77-001 / 230-06 NC1-170-77-001 / 230-07/A NC1-170-77-001 / 230-07/B NC1-170-77-001 / 230-11 NC1-170-77-001 / 230-12 DAA-GRS-2016-0011-0001, in part DAA-GRS-2016-0011-0008, in part
Disposition Instruction	

Cutoff Instruction	Cut off when equipment is removed from service or when personnel no longer requires access.
Retention Period	Destroy 25 year(s) after cut off.
Additional Information	
GAO Approval	Not Required

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
08/21/2017	Return to Submitter	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/22/2017	Return to Submitter	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/22/2017	Return to Submitter	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/22/2017	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/25/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/25/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/28/2017	Submit For Certification	Deidra Thornton	Records and Information Management Specialist	Office of Administration - Records Management Unit
08/28/2017	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
10/18/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration

				- ACRA Appraisal Team 1
11/03/2017	Submit For Certification	Deidra Thornton	Records and Information Management Specialist	Office of Administration - Records Management Unit
11/16/2017	Return to Submitter	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
11/16/2017	Submit For Certification	Deidra Thornton	Records and Information Management Specialist	Office of Administration - Records Management Unit
11/16/2017	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
01/26/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
01/29/2018	Submit For Certification	Deidra Thornton	Records and Information Management Specialist	Office of Administration - Records Management Unit
01/30/2018	Return to Submitter	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
01/30/2018	Submit For Certification	Deidra Thornton	Records and Information Management Specialist	Office of Administration - Records Management Unit
01/30/2018	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
04/20/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/20/2018	Submit For Certification	Deidra Thornton	Records and Information Management Specialist	Office of Administration - Records Management Unit

04/20/2018	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
08/09/2018	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist