

REQUEST FOR RECORDS DISPOSITION AUTHORITY

71-170-00-2

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
College Park, MD 20740

DATE RECEIVED

6/6/2000

1 FROM (Agency or establishment)

DRUG ENFORCEMENT ADMINISTRATION

2 MAJOR SUBDIVISION

HAZARDOUS WASTE DISPOSAL UNIT

3 MINOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER

ROLF HILL

5 TELEPHONE

202 307-8848

DATE

3-12-01

ARCHIVIST OF THE UNITED STATES

John W. Carl

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 2 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

MAY 5, 2000

SIGNATURE OF AGENCY REPRESENTATIVE

JAMES L GREENE

TITLE

RECORDS OFFICER 202 307-7712

7 Item No

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

OFFICIAL RECORDS OF HAZARDOUS WASTE DISPOSAL UNIT

These files relate to DEA's efforts to protect public health through a program for the clean-up and disposal of hazardous waste produced by illegal drug laboratories

Description Item and Proposed Disposition

File No 920-03

- 1 Hazardous Waste Task Management Files Documents relating to plans and decisions by DEA and the contractors concerning the clean-up of hazardous waste sites for which DEA assumes responsibility Included are correspondence between DEA Headquarters, DEA field offices, and other federal agencies, instructions to the contractors, contractor produced documents such as invoices, manifests, packing lists, and quarterly reports, and field office

Agency num, num, num, num

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228

produced documents such as delivery orders, teletypes, required reports, and supporting documentation.

Disposition: a. Office performing DEA-wide staff Responsibility. (1) Record copy (paper records).

Temporary: Retire to off site storage when 5 years old Destroy when 75 years old. b. Other Headquarters

and field offices: Temporary: Destroy when 5 years old.

c Contractor copy Temporary: Destroy when 3 years old.

d Electronic copy. Temporary: Destroy after record copy has been produced