

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-170-01-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Item 250-01a1b was superseded by DAA-0170-2017-0007-0001

Item 250-01a2a was superseded by DAA-0170-2017-0007-0001

Item 250-01a2b was superseded by DAA-0170-2017-0007-0001

Item 250-01a3b was superseded by DAA-0170-2017-0007-0001

Item 250-01b1b was superseded by DAA-0170-2017-0007-0001

Item 250-01b2a was superseded by DAA-0170-2017-0007-0001

Item 250-01b2b was superseded by DAA-0170-2017-0007-0001

Item 250-01b3a was superseded by DAA-0170-2017-0007-0001

Item 250-01b3b was superseded by DAA-0170-2017-0007-0001

Item 250-01c was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Item 250-02a was superseded by GRS 5.6, item 010 (DAA-GRS-2017-0006-0001)

Item 250-02b was superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Date Reported: 06/28/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY***(See Instructions on reverse)*TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081. FROM (Agency or establishment)  
DRUG ENFORCEMENT ADMINISTRATION2. MAJOR SUBDIVISION  
OFFICE OF SECURITY PROGRAMS3. MINOR SUBDIVISION  
PHYSICAL SECURITY SECTION4. NAME OF PERSON WITH WHOM TO CONFER  
Larry A. Loveless5. TELEPHONE  
202-307-5584

BLANK (NARA use only)

JOB NUMBER

N1-170-01-3

DATE RECEIVED

5/30/2001

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not approved" or "withdrawn" in column 10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

9-10-02

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 two 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

Mar 7, 2001

SIGNATURE OF AGENCY REPRESENTATIVE

James L. Greene

TITLE

Records Officer

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Official records that are created by the Physical Security Section in accordance with the DEA Records Schedule.		
1.	File No. 250-01 Facilities Survey and Inspection Files These files are based on GRS 18-9 and GRS 18-10. See attached files description and disposition.	File No. 220-10	
2.	File No. 250-02 Physical Security Program Management Files See attached files description and disposition.		
	cc Agency		

## PHYSICAL SECURITY FILES

These files relate to measures taken for the protection of Government owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss. These files deal primarily with the structural, technical, and procedural protections afforded an agency –occupied facility to deny unauthorized access.

### File No. 250-01

Facilities Survey and Inspection Files. Reports of surveys and inspections of Government owned facilities, and privately owned facilities assigned security cognizance by Government agencies, conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Documents include: a. Market survey consisting of evaluations and recommendations for new site locations. b. Pre-construction survey consisting of preliminary security design and reviews/analyses of operational requirements. c. Mid-year construction survey consisting of updated mid-construction reviews/analyses and recommendations. d. Final acceptance consisting of evaluations, recommendations, and agency acceptance for new construction or modifications of a facility. e. Cover letter and substantive report consisting of full documentation of the Comprehensive Physical Security Survey including evaluations and recommendations.

### Disposition:

#### / (a) Government owned facilities

##### (1) Market survey, pre-construction survey, or mid-construction survey:

~~(a) Physical Security Section: Temporary. Destroy 3 years after completion of the respective survey. (GRS 18, item 9)~~

a. (b) Other DEA Offices: Temporary. Destroy 1 year after completion of the respective survey.

##### (2) Final acceptance:

b. (a) Physical Security Section: Temporary. Destroy when 3 years old when no longer needed for agency business, whichever is later.

c. (b) Other DEA Offices: Temporary. Destroy when no longer needed for agency business.

##### (3) Cover letter and comprehensive report:

~~(a) Physical Security Section: Temporary. Destroy 3 years from the completion date of the Comprehensive Physical Security Survey. (GRS 18, item 9)~~

d. (b) Other DEA offices and the facility: Temporary. Destroy when no longer needed for agency business.

Note: Individual sections of the survey may be destroyed when superseded by subsequent surveys.

#### 2. (b) Privately owned facilities

##### (1) Market Survey, pre-construction survey, or mid-construction survey:

~~(a) Physical Security Section: Temporary. Destroy 4 years after completion of the respective survey (GRS 18, item 10)~~

a. (b) Other DEA Offices: Temporary. Destroy 1 year after completion of the respective survey.

## (2) Final acceptance:

- a. (a) Physical Security Section: Temporary. Destroy when 4 years old or when no longer needed for agency business, whichever is later.
- c. (b) Other DEA Offices: Temporary. Destroy when no longer needed for agency business.

## d. (3) Cover letter and comprehensive report:

- (a) Physical Security Section: Temporary. Destroy 4 years from the completion date of the Comprehensive Physical Security Survey.
- e. (b) Other DEA Offices and the facility: Temporary. Destroy when no longer needed for agency business.

Note: Individual sections of the survey may be destroyed when superseded by subsequent surveys.

- 3. (c) Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Temporary. Delete/Destroy after the recordkeeping copy has been produced.

File No. 250-02

4. Physical Security Program Management Files. Correspondence, instructions, studies, messages, interpretations, and coordinating actions related to the administration and operation of the physical program.

Disposition:

- a. (a) Record copy: Temporary. Destroy when 6 years old. ~~Earlier destruction is authorized if instructions, etc. are superseded, obsolete, or no longer needed for reference.~~
- b. (b) Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Temporary. Delete/Destroy after the recordkeeping copy has been produced.

*or no longer  
needed for reference,  
whichever occurs later.*