

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE	
2. MAJOR SUBDIVISION DRUG ENFORCEMENT ADMINISTRATION	
3. MINOR SUBDIVISION OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS	
4. NAME OF PERSON WITH WHOM TO CONFER Donal Joseph <i>[Signature]</i> Steven Towne <i>[Signature]</i>	5. TELEPHONE 202 307 7967

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER 71-170-03-4	
DATE RECEIVED 3-12-2003	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6-19-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 20Feb2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JAMES L. GREENE	TITLE RECORDS OFFICER 202 307 7715

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	FFS: 1220-60  DEA OFFICIAL WEBSITE/WEBPAGE  (Description Attached)		

*[Handwritten notes]*  
2/19/03  
Copy sent to [unclear]

## **Background Information:**

The Drug Enforcement Administration (DEA) of the U. S. Department of Justice, created by Reorganization Plan Number 2 of 1973 (5 U.S.C. app.), is the lead Federal agency in enforcing narcotics and controlled substance laws and regulations.

The DEA website is a Federal government website, and has been created to disseminate information and documents to the public about DEA and to show how the agency is carrying out its mission. The Office of Public Affairs (OPA) administers the site and oversees the development, planning, and management of the agency's public affairs program that includes the maintenance and operation of the [www.justice.gov/dea](http://www.justice.gov/dea) website. In addition, OPA is responsible for the automated technology requirements associated with the website and working with the contractor who hosts the website server.

### **1. Website Content Records.**

The DEA website contains recent news items, including news releases, speeches and testimony of the Administrator, and a Freedom of Information (FOIA) reading room. The website also contains briefs and background materials on such topics as drug characteristics, drug trafficking, state fact sheets, law enforcement information on recent cases, major operations, intelligence reports, and a fugitive list. Copies of drug policies, including the Controlled Substance Act, drug trafficking penalties, and drug scheduling information is included as well. A list of DEA resources to assist contractors, job applicants, law enforcement personnel, legislators, parents and teachers, physicians, and students is also included. The website also contains useful information pertaining to the DEA leadership, its mission and programs, the DEA Museum, an agency history, the DEA Wall of Honor, and acquisitions and contracts.

TEMPORARY. Documents may be removed from the website when no longer current and save electronically for 5 years.

### **2. Website Management Files.**

Documents created or received in the development, design, implementation, operations, and maintenance of the DEA website.

TEMPORARY. Destroy when 5 years old

### **3. Electronic versions of records created using electronic mail or word processing applications.**

TEMPORARY. Delete after the recordkeeping copy has been produced.