

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER 71-170-04-4	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-17-2004	
1. FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION OFFICE OF CHIEF COUNSEL			
4. NAME OF PERSON WITH WHOM TO CONFER Matthew Addington	5. TELEPHONE 202-307-8909	DATE 1-3-05	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 3/11/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra Liddell</i> Sandra Liddell, 202-307-3467	TITLE SARR, Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	FFS: 301-04 Federal Register Files		
<i>Agency, NR, NWMD, NWML, NWCT</i>			

FFS: 301-04

Federal Register Files

Program: Office of Chief Counsel

Applicability: Office of Chief Counsel

Identifying Information:

Item 1: Description: The Office of Chief Counsel maintains the official Drug Enforcement Administration (DEA) files of all Federal Register notices issued by DEA. Documents published in the Federal Register by DEA related to rulemaking and diversion regulatory policy matters. Included are notices of rulemaking for scheduling actions, notices establishing quotas, and documents reflecting regulatory policy matters involving controlled substances and chemicals.

Disposition: TEMPORARY: Destroy when 30 years old or when no longer needed for agency reference purposes, whichever is later.

Item 2: Description: Electronic copies of records created on electronic mail and word processing systems and used solely to create recordkeeping version of **Item (1)** of this schedule.

Disposition: TEMPORARY: Destroy/delete within 60 days after the recordkeeping copy has been created