

LEAVE BLANK (NARA use only)

JOB NUMBER

71-170-04-5

DATE RECEIVED

3.17.2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

ARCHIVIST OF THE UNITED STATES

10-13-04

5. TELEPHONE

202-307-8909

Matthew Addington

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,

☐ **x** is not required; ☐ is attached; or ☐ has been requested.

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

3/11/04

Sandra Liddell, 202-307-3467

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SUPERSEDED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: 330-10

Criminal Litigation Files

cc Agency, NR, NWMW, NWCT

FFS: 330-10

Criminal Litigation Files

Program: Office of Chief Counsel

Applicability: Office of Chief Counsel

Identifying Information:

Item 1: Description: Documents relating to release of information or documents for use in criminal investigations, grand juries, and prosecutions, and relating to the appearance of DEA employees and deputized Task Force Officers as witnesses in grand jury proceedings and criminal prosecutions. Included are subpoenas, demands, requests, court orders, recommendations concerning release of information or documents and authorization of testimony, memorandums of law, records of coordinating actions, supporting documents, correspondence, electronically transmitted messages, documents indicating action taken, and related papers.

Specific Legal Requirements:

28 C.F.R. 16.21, et seq.-“Touhy Regulations” and DEA policy.

Disposition:

TEMPORARY: Destroy 5 years after review of request for information, documents, or witness appearance.

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.

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