

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-170-88-1

DATE RECEIVED

5/31/88

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

Drug Enforcement Administration

2 MAJOR SUBDIVISION

Records Management Section

3 MINOR SUBDIVISION

Records Management Unit

4 NAME OF PERSON WITH WHOM TO CONFER

James L. Greene

5 TELEPHONE EXT

633-1130

DATE

9/2/88

ARCHIVIST OF THE UNITED STATES

*Claudia Miller*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of one 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary.

B DATE

May 23, 1988

C SIGNATURE OF AGENCY REPRESENTATIVE

*James L. Greene*

D TITLE

Records Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 GRS OR  
SUPERSEDED  
JOB  
CITATION

10 ACTION  
TAKEN  
(NARS USE  
ONLY)

Appendix 0750A, Administrative Manual, Volume II

File No.    Description

560-08    Special Agent Career Management Files

Documents reflecting offers or notices of assignment to posts of indicated preference. Also included are offices of preference by agents selecting the investigative career path or indicating the management career path, and computer-generated printouts derived from this information. Documents may include policy or position papers, correspondence, copies of SF-52's, and similar or related documents on the office or preference program.

Disposition: a. Assignment notices and policy documents or position papers: Destroy after 3 years. b. Agent-filled career and office of preference forms, and computer printouts of the associated database: Destroy after 1 year.

*Copies sent to agency  
NCF, NMF  
9/8/88*