

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-170-97-1
1. FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION		DATE RECEIVED	10-28-96
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
JAMES L. GREENE	202-307-7712		WITHDRAWN
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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
OCT 23, 1996	<i>James L. Greene</i> JAMES L. GREENE	RECORDS OFFICER	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Revision to DEA Records Schedule, Administrative Manual, Volume II File No. 920-03 See attached Page 121.1		WITHDRAWN 7/23/97

HAZARDOUS WASTE DISPOSAL FILES

These files relate to DEA's efforts to protect public health through a program for the clean-up and disposal of hazardous waste produced by illegal drug laboratories.

~~File No. 920-01 , NI-170-89-1~~

~~Hazardous Waste Program Files. Documents relating to establishing and administering the hazardous waste disposal program in DEA. Included are coordinating actions, studies, instructions, reports, interpretations, messages and similar related documents. Policies and procedures are documented in the DEA Directive System.~~

~~Disposition: Destroy when 10 years old.~~

~~#File No. 920-02 , NI-170-89-1~~

~~Hazardous Waste On-Site Investigation Files. Documents consist of reports of investigations to determine compliance by contractors with applicable regulations regarding the maintenance and control of treatment, storage and disposal facilities. Includes reports of analyses, correspondence, and related documents.~~

~~Disposition: Destroy when 5 years old.~~

** File No. 920-03 WITHDRAWN

Hazardous Waste Task Management Files. Documents relating to plans and decisions by DEA and the contractors concerning the cleanup of hazardous waste sites for which DEA assumes responsibility. Included are correspondence between DEA Headquarters, DEA field offices, and other federal agencies; instructions to the contractors; contractor produced documents such as invoices, manifests, packing lists, and quarterly reports; field office produced documents such as delivery orders, teletypes, required reports, and supporting documentation.

Disposition: a. Office performing DEA-wide staff responsibility: (1) Record copy: Permanent. Transfer to Federal records center when 5 years old. Offer to NARA when 20 years old. (2) Other material: Destroy when 8 years old. b. Other Headquarters and field offices: Destroy when 5 years old.*

** ~~Revision~~ New item