

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-170-81-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 601-07a1 was superseded by DAA-0170-2013-0004-0001

Item 601-07b1 was superseded by DAA-0170-2013-0004-0001

Item 601-07c was superseded by DAA-0170-2013-0004-0001

Item 601-08a1 was superseded by DAA-0170-2013-0004-0002

Item 601-08a2 was superseded by DAA-0170-2013-0004-0002

Item 601-08b1 was superseded by N1-170-94-001, item 601-08b1 even though the 1994 schedule incorrectly cited NC1-170-77-01 as the previous authority.

Item 601-08b2 was superseded by DAA-0170-2013-0004-0002

Item 601-08c was superseded by DAA-0170-2013-0004-0002

Item 601-09 was superseded by DAA-0170-2013-0004-0002, per ARCIS information.

Date Reported: 06/28/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Recd NCD 5 Feb 57 MJ

LEAVE BLANK	
JOB NO	NC1-170-81-2
DATE RECEIVED	February 11, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-23-81	<i>[Signature]</i>
Date	Archivist of the United States

DATE RECEIVED	February 11, 1981
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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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5. TEL EXT

633-1130

2-23-81
Date

John Warr
Archivist of the United States

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

x A Request for immediate disposal.

☐ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
Feb 3, 81	 James L. Greene	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Appendix 07D Page 81			
<u>File No.</u>	<u>Description:</u>		
601-07	<p><u>**Numbered Investigative Case Files.</u> DEA reports of investigation concerning offenses related to violations of drug/narcotic laws and required inspections of registrant activities. Included are DEA reports of investigation (DEA Form 6) and supporting documents.</p> <p><u>Disposition:</u> a. Files created in 1968 and after-ward: (1). Originating domestic offices and Investigative Records Section, Office of Enforcement, will transfer closed case files when 10 years old, in 1 year groups, to Federal Records Center. Case files opened longer than 10 years will be retained until closed and then transferred to Federal Records Center. Destroy when 25 years old (i.e., 25 years from date the file was opened) or 10 years from date of last correspondence, whichever date is later. (2). Originating foreign offices will transfer closed case files when 5 years old, in 1 year groups, to Federal Records Center. Case files opened longer than 5 years will be retained until closed and then transferred to</p>		
	<p style="text-align: right;">** Addition</p>		13 items

115-107

Closed Out: 3-11-81: K.T.D.
Copy to Agency; NNG & All FRCs!

File No. Disposition

601-07 Federal Records Center. Destroy when 25 years old (cont'd.) (i.e., 25 years after date the file was opened) or 10 years from date of last correspondence, whichever date is later.

b. Files created prior to 1968: Originating District and Resident Offices and Investigative Records Section, Office of Enforcement, are authorized to destroy all closed FBN case files that were opened in 1955 or earlier. Transfer closed FBN and BDAC case files opened after 1955 to Federal Records Center in calendar year 1980. Open case files will be retained until closed and then transferred to Federal Records Center. Destroy when 25 years old (i.e., 25 years from date the file was opened) or 10 years from date of last correspondence, whichever date is later.

c. Field offices will dispose of case files originated by other District or Resident Offices in accordance with File No. 601-12 below.

601-08 General Investigative Files. DEA reports of investigation that are limited in scope concerning individuals, firms, ships or related subjects pertinent to violations of drug/narcotic laws or DEA registrant activities. Included are numbered and unnumbered general investigative files. Name and program general file procedures are outlined in Chapter 62 of the DEA Agents Manual.

(4)

*Disposition: a. Unnumbered files: (1) Transfer files to Federal Records Center in calendar year 1980. Destroy in calendar year 1995. (2). Unnumbered files sent to Federal Records Center prior to 1980 will be destroyed after 15 years in Federal Records Center.**
b. Numbered files: (1). Originating domestic offices and Investigative Records Section, Office of Enforcement, will transfer inactive files (5 years after date of last correspondence) to Federal Records Center 10 years from date the file was opened. Files still active after 10 years will be retained until they become inactive and then transferred to Federal Records Center. Destroy when 25 years old (i.e., 25 years from date the file was opened) or 20 years from date of last correspondence, whichever date is later. (2). Foreign offices will transfer inactive files (3 years after date of last correspondence) to Federal Records Center 5 years from date the file was opened. Files still active after 5 years will be retained until they become inactive and then transferred to Federal Records Center. Destroy when 25 years old (i.e., 25 years from

**Change in disposition instructions authorized by James L. Greene, DEA records officer, per conversation of Feb 6/81. *PL 2/6/81*

* Revision

File No. Description:

601-08 date the file was opened) or 22 years from date of last (cont'd.) correspondence, whichever date is later.

c. Field offices will dispose of general investigative files prepared by other District or Resident Offices in accordance with File No. 601-12.

Note: Multiple years of files may be held at the field offices until one cubic foot (one box) of files accumulates.*

601-09 Cooperating Individual Files. Documents reflecting information concerning cooperating individuals relative to drug/narcotic offenses.

*Disposition: a. Unnumbered files: Transfer inactive files (5 years after date of last correspondence) to Federal Records Center in calendar year 1979. Active files will be retained until they become inactive and then transferred to Federal Records Center as indicated in paragraph b. below. Destroy in calendar year 1993 or 20 years from date of last correspondence, whichever date is later.

b. Numbered files with reporting (originating) office designator: (1). Domestic offices will transfer inactive files (i.e., 5 years after date of last correspondence) 10 years after date the files were opened, in 1 year groups, to Federal Records Center (CI files will not be sent to the center at Laguna Niguel, CA). See Appendix 07F for a list of the Federal Records Centers. Offices having files still active after 10 years, will retain the files until they become inactive and forward the files to Federal Records Center. Destroy when 25 years old (i.e., 25 years from date the file was opened) or 20 years from date of last correspondence, whichever date is later. (2). Foreign offices will transfer inactive files (i.e., 3 years after date of last correspondence), in 1 year groups, to Federal Records Center. Offices having files still active after 3 years will retain the files until they become inactive and transfer the files to Federal Records Center. Destroy when 25 years old (i.e., 25 years from date the file was opened) or ²²~~20~~ years from date of last correspondence, whichever date is later.**

* Revision

** Clarification of disposition instruction authorized by James L. Greene, DFA records officer, per conversation of Mar 9/81. *P. 2/7/81*

File No. Description:

601-09 Note: The sensitivity of these files requires that
(Cont'd) they be stored in a vault or classified area of the
 Federal Records Center. These files will be sealed in
 records center boxes and delivered by the DEA activity
 to the Federal Records Center or picked up and
 receipted for by the records center. These boxes and
 SF-135 will be annotated with the special handling
 marking of "NOT TO BE OPENED BY NARS, RESTRICTED TO
 DEA PERSONNEL".

c. Numbered files with another office designator:
Files pertaining to cooperating individuals of another
District or Resident Office may be destroyed when the
last correspondence in the files is 2 years old.
Prior to destruction, transfer the original copies of
payment vouchers (DEA Form 103) to the office that
established the cooperating individual. Also, forward
copies of status reports or correspondence not pre-
viously sent to the establishing office (do not send
cross file copies of debriefing reports).

Note: Multiple years of files may be held at the
field office until one cubic foot (one box) of files
accumulates.*

* Revision