August 14, 2002

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

| LEAVE BLANK (NARA use only) |
| --- |
| JOB NUMBER |
| 71-523-02-2 |
| DATE RECEIVED |
| 8-14-2002 |
| NOTIFICATION TO AGENCY |

**1. FROM (Agency or establishment)**

Department of Justice

**2. MAJOR SUBDIVISION**

National Drug Intelligence Center

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Pamela M. Nemeth

**5. TELEPHONE**

(814) 532-4572

DATE 12-18-02

ARCHIVIST OF THE UNITED STATES *[signature]*

**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 __2__ 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.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
| --- | --- | --- |
| 2/8/02 | Thomas D. Sylvia | Unit Supervisor |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| --- | --- | --- | --- |
| | SEE ATTACHED | | |

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

2001-001-001

Copies sent to Agency, NR

1.    02-1   NDIC Policy File

Documents major policy decisions and NDIC Standard Operating Procedures. Includes background information, meeting notes, and references (such as internal interview notes, e-mail communications, and former NDIC policies used to develop the new NDIC policies). These files provide mandates for overall and specific program direction and action.

Estimate of the volume of records accumulated annually: less than 1 cubic foot. Total volume to date: 1 cubic foot. Inclusive dates: 1992 to present.

a.  ~~Policy files created on or before December 31, 1993: PERMANENT. Cut off at end of CY 1993. Retire to the Federal Records Center in January 1996. Transfer to NARA in January 2024. See N1-523-94-01, item 601.~~

b.  Mission policy and substantive background papers created on or after January 1, 1994: PERMANENT. Cut off when policy is superseded or terminated. Retire to Federal Records Center when volume necessitates. Transfer to NARA in 5-year blocks, when most recent record is 15 years old.

c.  Non-mission policy and background papers, regardless of creation date: TEMPORARY. Destroy when superseded or obsolete.

d.  Electronic copies of records created with electronic mail and word processing systems: Delete after the recordkeeping copy has been produced.

2.    02-2    MOU Agreement File

Documents relating to agreements between elements of NDIC, between NDIC and other
Federal agencies, or between NDIC and other non-Federal organizations or agencies, but
not with foreign countries. These agreements are negotiated to provide for continued
understanding between recognized organizations and NDIC for the purpose of providing
or obtaining various types of technical analysis. Included are agreements, amendments,
review comments, related correspondence and similar documents; i.e., Memorandum of
Understanding (MOU).

This file is maintained alphabetically by agency. This way of filing is needed for NDIC
business.

Estimate of the volume of records accumulated annually: less than 1 cubic foot. Total
volume to date: less than 1 cubic foot. Inclusive dates: 1993 to present.

a. Record copy of agreements, amendments and interagency correspondence:
   PERMANENT. Cut off when agreement is superseded or terminated. Transfer to
   NARA in 5-year blocks, when most recent record is 15 years old.

b. Electronic copies of records created with electronic mail and word processing
   systems: Delete after the recordkeeping copy has been produced.