

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-523-061</b>	
1. FROM (Agency or establishment) <u>Department of Justice</u>		DATE RECEIVED <b>3/21/06</b>	
2. MAJOR SUBDIVISION <u>National Drug Intelligence Center</u>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE <b>3/20/02</b> ARCHIVIST OF THE UNITED STATES <b>Allen W. Warden</b>	
4. NAME OF PERSON WITH WHOM TO CONFER  Pamela M. Nemeth	5. TELEPHONE  (814) 532-4572		

<b>6. AGENCY CERTIFICATION</b> 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 <b>3/3/06</b>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Thomas D. Sylvia</u>	TITLE Supervisor, General Services Unit

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 GRS OR SUPERSEDED JOB CITATION	10.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

## **1. Liaison Files**

Files consisting of correspondence related to the NDIC liaison activities with Congress and other federal, state, and local agencies. This includes information such as memorandums, messages, weekly reports, coordinating actions, studies, meeting notes, and responses to other offices. This file may contain classified material.

- a. Interagency mission correspondence related to NDIC programs and strategic planning: PERMANENT. Cut off files at end of calendar year. Retire to Federal Records Center when volume necessitates. Offer to NARA in 5-year blocks, when most recent record is 15 years old.

Estimated annual accumulation: 1 cubic foot.

Total volume to date: 12 cubic feet

Inclusive dates: 1994 to present

- b. Correspondence related to administrative matters: TEMPORARY. Cut off files at end of calendar year. Destroy 5 years after cutoff.
- c. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after recordkeeping copy has been produced.

## **2. External Presentations/Speeches Liaison File**

This file consists of correspondence related to external presentations and speeches by NDIC personnel. This includes requests to give speeches, briefings or presentations, and may contain copies of the presentation.

- a. Correspondence containing substantive information relating to the official activities of the Director, Deputy Director, and the heads of offices and divisions, the substance of which has not been incorporated into other official files: PERMANENT. Cut off files at end of calendar year. Retire to Federal Records Center when volume necessitates. Offer to NARA in 5-year blocks, when most recent is 15 years old.

Estimated annual accumulation: less than 1 cubic foot.

Total volume to date: less than 1 cubic foot

Inclusive dates: 1994 to present

- b. Correspondence containing substantive information relating to the official activities of other personnel, the substance of which has not been incorporated into other official files: TEMPORARY. Cut off files at end of calendar year. Destroy 5 years after cutoff.
- c. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after recordkeeping copy has been produced.

### **3. Counterdrug Intelligence Coordinating Group (CDICG) / Counterdrug Intelligence Executive Secretariat (CDX) File.**

This file consists of correspondence related to the NDIC liaison activities with the CDICG and the CDX. It contains information with the White House Task Force on the "Review of the U.S. Counterdrug Intelligence Centers and Activities." The review resulted in the "General Counterdrug Intelligence Plan (GCIP)." This plan reflects the collective need to clarify and make systemic improvements to U.S. drug intelligence and information programs. This file may contain classified material.

- a. All correspondence: PERMANENT. Cut off files at end of calendar year. Transfer to Federal Records Center when volume necessitates. Offer to NARA in 5-year blocks, when most recent is 20 years old.

Estimated annual accumulation: less than 1 cubic foot.

Total volume to date: less than 1 cubic foot

Inclusive dates: 1998 to present

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

### **4. Congressional Committee and Subcommittee File**

Correspondence related to various congressional committees' actions on pending legislation affecting or of major interest to NDIC. Included are memorandums, messages, copies of legislative bills, and similar documents.

- a. Mission correspondence: PERMANENT. Cut off files at end of calendar year. Retire to Federal Records Center when volume necessitates. Offer to NARA in 5-year blocks, when most recent record is 15 years old.

Estimated annual accumulation: less than 1 cubic foot.

Total volume to date: less than 1 cubic foot

Inclusive dates: 1994 to present

- b. Administrative correspondence: TEMPORARY. Cut off files at end of calendar year. Destroy 5 years after cutoff.
- c. Electronic copies of records created with electronic mail and word processing systems: TEMPORARY. Delete after recordkeeping copy has been produced.