

Request for Records Disposition Authority

Records Schedule Number **DAA-0170-2014-0003**
Schedule Status **Modified Approved Version**

Agency or Establishment **Drug Enforcement Administration**
Record Group / Scheduling Group **Records of the Drug Enforcement Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Expunction Order Files**
Internal agency concurrences will be provided **No**

Background Information **These files relate to a Federal Court Order to expunge/eradicate records, information in a record or information in a system related to legal proceedings brought pursuant to 18 U.S.C. subsection 3606, 21 U.S.C. subsection 844, 5 U.S.C. subsection 552a in which DEA is a party.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0170-2014-0003

Sequence Number	
1	Expunction Order Files Disposition Authority Number: DAA-0170-2014-0003-0001
2	Correspondence Disposition Authority Number: DAA-0170-2014-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Expunction Order Files</p> <p>Disposition Authority Number DAA-0170-2014-0003-0001</p> <p>Records, files, or information in a system relating to the defendant's arrest to be expunged pursuant to a Federal Court Order. The expunction files will contain the orders of the court, pleadings, the original of the expunged record(s), and copies of the changed or modified records.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Correspondence</p> <p>Disposition Authority Number DAA-0170-2014-0003-0002</p> <p>Correspondence documenting efforts to order to comply with the court order, including certification of compliance.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p>

Cutoff Instruction	Date of Certification
Retention Period	Destroy 3 year(s) after Date of Certification
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/31/2013	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
07/01/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist