

### Request for Records Disposition Authority

Records Schedule Number      DAA-0170-2015-0001

Schedule Status                      Approved

Agency or Establishment          Drug Enforcement Administration

Record Group / Scheduling Group   Records of the Drug Enforcement Administration

Records Schedule applies to      Agency-wide

Schedule Subject                      Training Media Files.

Internal agency concurrences will be provided      No

Background Information              These files relate to planning, conducting, supervising, and evaluating the DEA drug/narcotic enforcement program training.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0170-2015-0001

Sequence Number	
1	Training Media Files.
1.1	Training Media Files Disposition Authority Number: DAA-0170-2015-0001-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Training Media Files.</b> These files relate to planning, conducting, supervising and evaluating the DEA drug/narcotic enforcement program training</p>				
1.1	<p><b>Training Media Files</b></p> <p>Disposition Authority Number      DAA-0170-2015-0001-0001</p> <p>Documents accumulated by activities engaged in training operations, particularly in the conduct of training. Included are training schedules, programs, lesson plans, and similar or related documents.</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>DFN 801-07</td> <td>DEARIS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      NC1-170-77-1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Fiscal year</p> <p>Retention Period                         Destroy 7 year(s) after end of fiscal year</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>	Manual Citation	Manual Title	DFN 801-07	DEARIS
Manual Citation	Manual Title				
DFN 801-07	DEARIS				

## 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
04/01/2015	Return to Submitter	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
04/01/2015	Certify	Janet Gardner	Chief, records Management Unit	Drug Enforcement Administration - Records Management Unit
05/15/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
05/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist