

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION	
2 MAJOR SUBDIVISION Office of Forensic Sciences	
3 MINOR SUBDIVISION Laboratory Operations Sections	
4 NAME OF PERSON WITH WHOM TO CONFER Steve Sottolano	5 TELEPHONE 202 307 9517

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-170-101-1	
DATE RECEIVED 7-25-00	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 7-5-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 \_\_\_\_\_ 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,

is not required,  is attached, or  has been requested.

DATE 14 Oct 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Greene</i> James L. Greene	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Official records of the Office Forensic Sciences and its eight regional laboratories. These records accumulate from the laboratories qualitative and quantitative analyses and forensic examination of drugs.</p> <p>See attached files description and disposition for seven items.</p> <p>ALL changes to this proposed schedule have been approved by:</p> <p><i>Thomas J. Cotta</i> 3/20/01 <i>James L. Greene</i> 7/14/01 NARA appraiser date Agency rep date</p> <p><i>Agency, NWMD, NR, NWET &amp; 7/14/01</i></p>		

## FORENSIC LABORATORY FILES

### 1 File No 901-03

**\*Drug Evidence Accountability/ Disposition Files** Documents include receipts, transfers, inventories, withdrawals, and disposals of drug evidence Excludes documents which are filed in the Laboratory Case File (901-01) after completion of required actions (*NCI-170-77-1*)

**Disposition** a Record copy **Temporary** Destroy 5 years after final disposition of drug evidence b Electronic copy Delete 180 days after recordkeeping copy has been produced \*

### 2 File No 901-05

**\*Latent Finger Print Program Files** Documents include correspondence, instructions, messages, interpretations, and coordinating actions related to the administration and operation of the Latent Finger Print Program These files are exclusive of materials and documents that are filed in the Laboratory Case File (901-01) (*NCI-170-77-1*)

**Disposition** a Record copy **Temporary** Destroy after 6 years or when superseded, obsolete, or no longer needed for reference, which ever is later b Electronic copy Delete 180 days after recordkeeping copy has been produced

### 3 File No 901-06

**Drug Signature Analysis Files** Documents relating to the sample collection of specific drugs, i e , heroin, cocaine, cannabis, etc The analytical methodology that is applied to the qualitative and quantitative analysis of the drug, and the results of the signature trace which reflects the geographic origin of the drug Includes correspondence, which shows the distribution of the results of the signature analysis, and the documentation regarding the application of the methodology relative to the origin analysis

Annual volume 20 cubic feet **Disposition** a Special Testing and Research Laboratory performing the DEA wide program Record copy **Permanent** Transfer to off-site storage when 5 years old Transfer to National Archives when 15 years old b ~~Other Field Laboratories~~ Destroy reports after 5 years c Electronic copy Delete 180 days after recordkeeping copy has been reproduced

- \* Revision
- \*\* Addition

*Copies maintained by field laboratories:  
- change made per concurrence of  
agency records officer.  
JAC  
5/11/01*

4 **File No. 901-07**

**Clandestine Laboratory Reporting Files** Documents include DEA Form 500, DEA Form 6, inventory of drugs, chemicals, and paraphernalia found in a clandestine laboratory, results of vacuum searches, and correspondence with the investigating office. These files exclude those documents that are filed in the Laboratory Case File (901-01) in support of analysis of drug evidence

**Disposition** a Special Testing and Research Laboratory (1) Record copy of unique laboratory seizures, i.e. records that reflect substantive inventories and specialized drug paraphernalia and apparatus, and/or unusual manufacturing methods **Temporary**. Retire to off-site storage when 5 years old Destroy when 25 years old (2) Other laboratory reports Destroy reports after 5 years b Other Field Laboratories Destroy reports after 5 years c Electronic copy Delete 180 days after recordkeeping copy has been produced

5 **File No. 901-08**

**Proficiency Test Program (PTP) files** Documents related to the administration of the Proficiency Test Program to assess the procedures used in DEA laboratories for qualitative and quantitative analysis of evidence Included are sampling plans, quarterly summary reports, and documentation of analytical programs

**Disposition** a Office of Forensic Sciences (1) Record copy **Temporary** Retire to off-site storage when 5 years old Destroy when 25 years old (2) Other documentation Destroy 10 years after completion, termination, or cancellation of the project b Field Laboratories Reports Destroy reports after 6 years c Electronic copy Delete 180 days after recordkeeping copy has been produced

6 **File No. 901-09**

**Domestic Monitor Analysis Program Files** Documents that reflect analyses of drug exhibits that are sent from designated DEA offices in the United States to the Special Testing and Research Laboratory

**Disposition** a Record copy **Temporary** Destroy 5 years after issuance of the report or when report is superseded or obsolete b. Electronic copy Delete 180 days after recordkeeping copy has been produced

\*\* Addition

## RESEARCH AND DEVELOPMENT CONTROL FILES

### 7 File No. 940-06

\* **Special Forensic Studies Reference Files** Documents include scientific investigations into technical and procedural questions performed by chemists of the DEA Laboratory system. Special forensic studies are primarily directed toward the research relative to the forensic examination of drug evidence. These studies allow the chemists to apply their knowledge and experience to non-routine problems. The categories are Headquarters Imposed, Research and Methods Development, and Laboratory Imposed studies. Documentation includes a copy of the research protocol study, applied methodology, progress reports, and final report.

\* Annual volume 3 cubic feet **Disposition:** a Office of Forensic Sciences (1) Record copy  
**PERMANENT** Transfer to off-site storage when 5 years old. Transfer to the National Archives when 10 years old. (2) ~~Other documentation~~ Destroy 15 years after completion, termination, or cancellation of the project. b Field Laboratories Destroy after 5 years or when no longer needed for reference. c Electronic copy Delete 180 days after records copy has been produced \*

*Copies maintained for reference purposes:*

*- Change made per concurrence of agency records officer.*

*SA  
5/11/01*

\* Revision