

<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 NI-170-12-3	DATE RECEIVED 2/29/12
1 FROM (Agency or establishment) DRUG ENFORCEMENT ADMINISTRATION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION ADMINISTRATIVE OPERATIONS SECTION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 PROPERTY MANAGEMENT UNIT		DATE	
4 NAME OF PERSON WITH WHOM TO CONFER John Cunningham	5 TELEPHONE 202-307-9629	ARCHIVIST OF THE UNITED STATES PT Jan 14 [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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE Janet Gardner 2/24/2012	TITLE Acting 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 that are created by the Property Management Unit in accordance with the DEA Records Schedule</p> <p>File No. 1101-16 Accountable Personal Property Files</p> <p>Documents related to accountable asset purchase, payment, maintenance and disposal Documents include, but are not limited to, requests, purchase orders, transfer orders, invoices, credit card receipts, DEA-16 (Receipt for Property, maintenance agreements and receipts, vendor recycle receipt, and destruction certificates</p> <p>Disposition Cut-off upon disposition of asset Destroy 6 years, 3 months after cut-off</p>	File No 1101-01 (NC1-170-77-1) is superseded	