

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Drug Enforcement Administration

2. MAJOR SUBDIVISION

Management Analysis Division

3. MINOR SUBDIVISION

Records Management Section

4. NAME OF PERSON WITH WHOM TO CONFER

James L. Greene

5. TEL. EXT.

382-3333

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUN 13 1975	JOB NO. NC - 170-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>10-28-75</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/2/75

James L. Greene
James L. Greene

Records Officer

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Numbered Investigative Case Files. DEA Reports of Investigation concerning criminal offenses related to violations of drug/narcotics laws. Included are DEA investigative report forms and supporting documents.</p> <p>DISPOSITION: Transfer closed case files to Federal Records Center after 10 years, in one year groups. Destroy after 55 ⁴⁵ years. in FRC's. †</p>		

**Authorized by J. L. Greene 7/22/75 CSR*
Copies to Agency & All FRC's 10-31-75 (A)

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Thomas Wadlow, Director
Records Disposition Division
Office of Federal Records Center
National Archives and Records Service

FROM : Chief
Management Analysis Division, DEA

SUBJECT: Schedule For Investigative Case Files

DATE: JUN 11 1975

The Drug Enforcement Administration (DEA) has an urgent requirement to modify Item No. 1 of the Comprehensive Records Schedule No. 2, which was approved for our predecessor agency, the Federal Bureau of Narcotics, Department of Treasury. A copy of Schedule No. 2 is attached.

Item No. 1 of Schedule No. 2 requires indefinite retention, "Retain", of investigative case files. Several Federal Records Centers have declined to accept DEA investigative case files which show "Retain" as the disposal authority.

In accordance with GSA Bulletins FPMR B-38 and B-49, request that Item No. 1 of Schedule No. 2 be rescinded and the attached schedule (SF-115) be approved for disposal of DEA investigative case files.


Leon W. Transeau

Attachments



TREASURY DEPARTMENT
BUREAU OF NARCOTICS
WASHINGTON 25, D.C.

Bureau Order No. 115

AUTHORIZATION FOR DISPOSAL OF TREASURY RECORDS

Pursuant to the terms of the Federal Records Act of 1950, which provides for the disposal of official records of the United States Government, permission has been granted in House Report No. 76, 83d Congress, 1st Session, for the disposal of records listed on the attached Records Control Schedule described as Bureau of Narcotics, All Field Offices, Comprehensive Schedule No. 2, dated August 15, 1952.

You are hereby authorized to dispose of the records described in Comprehensive Schedule No. 2, after they have been in existence for the periods of time specified, under the conditions, and by one of the methods prescribed in Section 11, page 3 (Rev-2, 1948) of the Treasury Department records manual.

As disposition is effected you will submit a report to this office in accordance with instructions contained in Section 11, pages 5-6d (1951-1953 Revisions) of the Records Manual, showing the volume in cubic feet, the method by which disposal was made, etc.

District Supervisors should insert a copy of this schedule at Section 18 of their Records Manual.

H. J. ANSLINGER
COMMISSIONER OF NARCOTICS

MARCH 18, 1953

RECORDS CONTROL SCHEDULE

(II-NNA-283)

BUREAU OF NARCOTICS

ALL FIELD OFFICES

COMPREHENSIVE SCHEDULE NO. 2

(Condensed)

August 15, 1952

The records in the custody of organization indicated above will be retired or disposed of in accordance with the instructions noted for each group of records listed below.

July 28, 1952

Sgd

G. W. Cunningham, Acting Commissioner of Narcotics.

INTRODUCTION

Records covered by this schedule may, if valid justification exists, be retained for longer periods of time than herein prescribed if written permission is secured from the Administrator, General Services Administration. In no instance will the retention period be shortened except by authority from the Congress.

PERMANENT RECORDS MARKED "RETAIN" WILL BE KEPT BY THE RESPONSIBLE NARCOTICS OFFICE UNTIL SUCH TIME AS IT IS ADMINISTRATIVELY DEEMED APPROPRIATE TO TRANSFER THEM TO FEDERAL RECORDS CENTERS, UNLESS OTHERWISE SPECIFICALLY AUTHORIZED.

THE PERIOD OF TIME DURING WHICH RECORDS ARE TO BE RETAINED PRIOR TO DISPOSAL OR TRANSFER TO A RECORDS CENTER, IF STATED IN TERMS OF YEARS OR MONTHS, BEGINS WITH THE CLOSE OF THE YEAR OR MONTH, RESPECTIVELY, IN WHICH THE RECORDS ARE CREATED, OR IN WHICH CASE FILE IS COMPLETED, UNLESS OTHERWISE SPECIFIED.

PART I

Criminal Enforcement of Narcotic Laws

1. Criminal enforcement case files of narcotics violations both registered and unregistered; and non-medical addict files. RETAIN. Transfer to Federal Records Center in 5 year groups when 25 years old.
2. Alphabetical index to case file. RETAIN.
3. Correspondence with other District Offices (excluding that in case files described above) concerning investigations and enforcement cases that have initially developed in one District but are of common interest to others, and related name indexes. Retain indexes. Transfer correspondence in 5 year groups when 10 years old; dispose when 20 years old.
4. Criminal identification file containing reward notices, fingerprint charts and classifications, and related correspondence. Dispose 5 years after apprehension of subject or dismissal of charge against him.
5. Internal Revenue, U.S. official order form - opium, coca leaves, opiates, etc. Triplicate copies. Retain as part of case file, orders which form the basis of or provide evidence in violation reports. Dispose of all forms held for investigation or inspection, two years after closing of such investigation or inspection, if they have no further significance as evidence. Dispose of all forms which have no investigative use after 3 months.

PART II

Control of Narcotic Drug Traffic

1. Narcotic prescriptions and correspondence from doctors explaining reasons for excessive use of narcotics by patients. Transfer when 5 years old; dispose when 10 years old.
2. Report of loss of narcotic drugs through theft. Dispose 5 years from date of report.
3. Report of loss of narcotic drugs other than through theft. Dispose 2 years from date of report.
4. Applications for registration including lists of applicants and correspondence with State Boards and the Collector of Internal Revenue relating to disapprovals. Dispose when 2 years old.
5. Local copies of schedules of seizure (including Forms 156), shipments of narcotic drugs (including Forms 173), and reports of destruction of drugs in the field (including Forms 167 and letter reports), together with related evidence cards (including Forms 102), other abstracts and correspondence. Dispose 1 year after shipment of evidence to Central Office or its destruction in the field.

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: September 11, 1975

National Archives and Records Service
Washington, DC 20408

REPLY TO
ATTN OF: NCD

SUBJECT: Disposal Job NC-170-75-1

NNG

The Drug Enforcement Administration of the Justice Department (formerly the Bureau of Narcotics of the Treasury Department) has submitted a one item disposal job in which they request our approval for the destruction of their numbered investigative case files after 55 years. These case files had been listed in an earlier disposal job (II-NNA-283) as a retained item but the DEA is re-examining all their earlier schedules and expect to submit comprehensive schedules in the near future. This current disposal job covering only a single item has been submitted because these case files being unclassified present a most pressing problem to their field offices and to our Federal records centers.

The DEA case files are used for intelligence purposes and for investigating the associates of the person who is the subject of the case file. In addition, the individuals who are convicted of criminal offenses related to violations of drug and narcotic laws are thought likely to commit the offense again after they are released from prison. For this reason DEA wishes to retain the case files for the lifetime of the individual.

DEA was informed of the considerably lower retention periods placed on similar case files by other Federal agencies. The Department of Justice, for example, retains similar case files for only 15 years. The public defenders files for addicts are retained only 15 years. Court case files are retained only 30 years. DEA considered these retention periods but they did not feel that they could agree to a shorter retention period. It may be possible to get this retention period reduced after DEA has lived with this retention period for awhile.

Carmelita S. Ryan

CARMELITA S. RYAN
Records Disposition Division