

File NCV 9 Feb 81 M

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-170-81-2
DATE RECEIVED	February 11, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-23-81 Date	<i>[Signature]</i> Archivist of the United States

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  
633-1130

6. CERTIFICATE OF AGENCY REPRESENTATIVE  
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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
Feb 3, 81	<i>[Signature]</i> James L. Greene	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Appendix 07D Page 81			
File No. Description: 601-07	<p><b>**Numbered Investigative Case Files.</b> DEA reports of investigation concerning offenses related to violations of drug/narcotic laws and required inspections of registrant activities. Included are DEA reports of investigation (DEA Form 6) and supporting documents.</p> <p><u>Disposition:</u> a. Files created in 1968 and afterward: (1). Originating domestic offices and Investigative Records Section, Office of Enforcement, will transfer closed case files when 10 years old, in 1 year groups, to Federal Records Center. Case files opened longer than 10 years will be retained until closed and then transferred to Federal Records Center. Destroy when 25 years old (i.e., 25 years from date the file was opened) or 10 years from date of last correspondence, whichever date is later. (2). Originating foreign offices will transfer closed case files when 5 years old, in 1 year groups, to Federal Records Center. Case files opened longer than 5 years will be retained until closed and then transferred to</p>		
	** Addition		13 items

*Closed Out: 3-11-81: K.T.D.  
Copy to Agency & NAB & All FRCs!*

File No.    Disposition

601-07    Federal Records Center. Destroy when 25 years old  
(cont'd.) (i.e., 25 years after date the file was opened) or 10  
years from date of last correspondence, whichever  
date is later.

b. Files created prior to 1968: Originating Dis-  
trict and Resident Offices and Investigative Records  
Section, Office of Enforcement, are authorized to  
destroy all closed FBN case files that were opened in  
1955 or earlier. Transfer closed FBN and BDAC case  
files opened after 1955 to Federal Records Center in  
calendar year 1980. Open case files will be retained  
until closed and then transferred to Federal Records  
Center. Destroy when 25 years old (i.e., 25 years  
from date the file was opened) or 10 years from date  
of last correspondence, whichever date is later.

c. Field offices will dispose of case files originated  
by other District or Resident Offices in accordance  
with File No. 601-12 below.

601-08    General Investigative Files. DEA reports of investi-  
gation that are limited in scope concerning individ-  
uals, firms, ships or related subjects pertinent to  
violations of drug/narcotic laws or DEA registrant  
activities. Included are numbered and unnumbered  
general investigative files. Name and program  
general file procedures are outlined in Chapter 62  
of the DEA Agents Manual.

(4)

\*Disposition: a. Unnumbered files: (1) Transfer files  
to Federal Records Center in calendar year 1980. De-  
stroy in calendar year 1995. (2). Unnumbered files sent to Federal  
Records Center prior to 1980 will be destroyed after 15 years in Federal Records  
Center.\*\*  
b. Numbered files: (1). Originating domestic offices  
and Investigative Records Section, Office of Enforce-  
ment, will transfer inactive files (5 years after date  
of last correspondence) to Federal Records Center 10  
years from date the file was opened. Files still  
active after 10 years will be retained until they  
become inactive and then transferred to Federal Records  
Center. Destroy when 25 years old (i.e., 25 years from  
date the file was opened) or 20 years from date of last  
correspondence, whichever date is later. (2). Foreign  
offices will transfer inactive files (3 years after  
date of last correspondence) to Federal Records Center  
5 years from date the file was opened. Files still  
active after 5 years will be retained until they become  
inactive and then transferred to Federal Records  
Center. Destroy when 25 years old (i.e., 25 years from

\*\*Change in disposition instructions authorized by James L. Greene, DEA records officer,  
per conversation of Feb 6/81. *JL 2/6/81*

File No.    Description:

601-08    date the file was opened) or 22 years from date of last  
(cont'd.)    correspondence, whichever date is later.

c.    Field offices will dispose of general investi-  
gative files prepared by other District or Resident  
Offices in accordance with File No. 601-12.

Note:    Multiple years of files may be held at the  
field offices until one cubic foot (one box) of files  
accumulates.\*

601-09    Cooperating Individual Files.    Documents reflecting  
information concerning cooperating individuals  
relative to drug/narcotic offenses.

\*Disposition:    a.    Unnumbered files:    Transfer inactive  
files (5 years after date of last correspondence) to  
Federal Records Center in calendar year 1979.    Active  
files will be retained until they become inactive and  
then transferred to Federal Records Center as indi-  
cated in paragraph b. below.    Destroy in calendar  
year 1993 or 20 years from date of last correspondence,  
whichever date is later.

b.    Numbered files with reporting (originating) office  
designator:    (1).    Domestic offices will transfer in-  
active files (i.e., 5 years after date of last corre-  
spondence) 10 years after date the files were opened,  
in 1 year groups, to Federal Records Center (CI files  
will not be sent to the center at Laguna Niguel, CA).  
See Appendix 07F for a list of the Federal Records  
Centers.    Offices having files still active after 10  
years, will retain the files until they become inactive  
and forward the files to Federal Records Center.  
Destroy when 25 years old (i.e., 25 years from date the  
file was opened) or 20 years from date of last corres-  
pondence, whichever date is later.    (2).    Foreign  
offices will transfer inactive files (i.e., 3 years  
after date of last correspondence), in 1 year groups,  
to Federal Records Center.    Offices having files still  
active after 3 years will retain the files until they  
become inactive and transfer the files to Federal  
Records Center.    Destroy when 25 years old (i.e., 25 years  
from date the file was opened) or <sup>22</sup>~~20~~ years from date  
of last correspondence, whichever date is later.\*\*

\* Revision

\*\* Clarification of disposition instruction authorized by James L. Greene,  
DFA records officer, per conversation of Mar 9/81. *P.W. 2/9/81*

File No.    Description:

601-09    Note: The sensitivity of these files requires that  
(Cont'd)    they be stored in a vault or classified area of the  
            Federal Records Center. These files will be sealed in  
            records center boxes and delivered by the DEA activity  
            to the Federal Records Center or picked up and  
            received for by the records center. These boxes and  
            SF-135 will be annotated with the special handling  
            marking of "NOT TO BE OPENED BY NARS, RESTRICTED TO  
            DEA PERSONNEL".

c.    Numbered files with another office designator:  
Files pertaining to cooperating individuals of another  
District or Resident Office may be destroyed when the  
last correspondence in the files is 2 years old.  
Prior to destruction, transfer the original copies of  
payment vouchers (DEA Form 103) to the office that  
established the cooperating individual. Also, forward  
copies of status reports or correspondence not pre-  
viously sent to the establishing office (do not send  
cross file copies of debriefing reports).

Note: Multiple years of files may be held at the  
field office until one cubic foot (one box) of files  
accumulates.\*

\* Revision