

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-170-06-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 06/28/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1220-68b remains active

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1220-68a was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 1220-68c was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 1220-68d was superseded by GRS 3.1, item 051 (DAA-GRS-2013-0005-0003)

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(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  
 Intelligence Division

3. MINOR SUBDIVISION  
 Intelligence Policy and Liaison Section

4. NAME OF PERSON WITH WHOM TO CONFER  
 Douglas Poole

5. TELEPHONE  
 202-307-8096

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
*NI-170-06-3*

DATE RECEIVED  
*4-19-06*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
*2/27/07*

ARCHIVIST OF THE UNITED STATES  
*Allen Wanda*

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
04-14-2006	<i>Jean Sadlowe</i> Jean Sadlowe, 202-307-7715	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	DFN: 1220-68  Centers for Drug Information (CDI) Database		

*3/6/07 copies sent to Agency, NARA, NIA, NIA, NIA, NIR*

**DFN: 1220-68**

**Centers for Drug Information (CDI) Database**

**Program:** Intelligence Division

**Applicability:** Office of Intelligence Policy and Management; Intelligence Policy and Liaison Section

**Identifying Information:**

**Description:** The purpose of the system is to support the disruption of illegal drug trafficking through the sharing of operational and tactical law enforcement information among foreign law enforcement officials via the Internet.

**Specific Restrictions:** Access is restricted to foreign nations that have signed the Centers for Drug Information Memorandum of Understanding, and DEA staff and other United States government personnel on a "need to know" basis.

**Vital Record:** No

**Specific Legal Requirements:**

Comprehensive Drug Abuse Prevention and Control Act of 1970, Pub. L. 91-513  
(84 Sta. 1236)

Reorganization Plan No. 2 of 1973

Single Convention on Narcotic Drugs, 1961

Title 21 USC, Controlled Substances Act

1988 United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances

**Disposition Information:**

**A. System Inputs:**

Documentation used for data entry comes from standardized collection forms completed by authorized foreign counterpart participants. Forms include daily activity reports, summary and statistical reports, and forms used for coordination of investigative activity.

**Temporary.** Destroy/Delete after input and verification into the CDI database.

**B. System Data:**

This system contains information related to drug trafficking and other transnational crimes, suspects/detainees, vehicles and other transportation used for criminal purposes, search and seizure of illegal substances, weaponry, currency, and other related items connected with the investigation of illicit trade in controlled substances and chemicals. This system also provides case origination or other information useful in tracking the status of an investigation.

**Temporary:** Destroy/delete 25 years after data input.

**C. System Outputs:**

Daily Activity Reports, Summary Reports and Program Statistics Reports and Coordination Forms, ad hoc queries and reports.

**Temporary.** Destroy/delete when no longer needed for administrative or reference purpose.

**D. System Documentation:**

The system design manual, user manual, maintenance manual, and development documents.

**Temporary.** Maintain for life of system and destroy when no longer needed for operational purposes.

**E. E-Mail and Word Processing System Copies:**

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

**Temporary.** Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Temporary.** Destroy/delete when dissemination, revision, or updating is completed.