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Date: April 23, 2018
Appraiser: Jeremy P. Schmidt, ACR1
Agency: Drug Enforcement Administration
Subject: DAA-0170-2017-0001

2664
4/30/18

INTRODUCTION

Schedule Overview
Communication Files

Overall Recommendation
I recommend approval of the attached schedule.

APPRAISAL

Item 0001: Command Center Operations Files

The DEA Command Center operates continuously to ensure coordinated communications between field and headquarters personnel by sending and receiving voice, text, and electronic messages for DEA around the world. It also acts as an emergency dispatch center to coordinate actions for crisis teams or to relay messages to DEA personnel in regards to the status of DEA's operations. The Center keeps the record copy of messages, in any format, and maintains a log of all messages coming into and going out from the Command Center. Other copies of the messages may be filed in other series of records, when appropriate. For example, messages related to investigations may be filed in DAA-0170-2013-0004-0001 (Numbered Investigative Case Files) and DAA-0170-2013-0004-0002 (General Investigative Files). Messages relate to a variety of matters, including routine mission support operations (e.g., reporting a disruption in telephone service at a field office), extraordinary events (e.g., reporting wounding of a special agent), or conveying mission-specific details.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * Has little or no research value. Historically significant documents are captured in other records series.
- * Previously approved as temporary: N1-170-77-001 / 990-1 (Communications Center Operation Files); N1-170-77-001 / 990-2 (Communications Center Message Files); N1-170-77-001 / 990-4 (Service Message Files); N1-170-77-001 / 990-5 (Operator's Number Sheet Files); N1-170-77-001 / 990-6 (Multiple Address and Book Message Processing Files).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

Item 0002: Communications Equipment and Service Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value.

* Previously approved as temporary: N1-170-77-001 / 970-1 (Communication Representation Files); N1-170-77-001 / 970-2A and 2B (Telecommunication Facility Project Files); N1-170-77-001 / 970-3A and 3B (Communication Facility Lease Request Files); N1-170-77-001 / 970-4A and 4B (Radio Frequency Files); N1-170-77-001 / 970-5 (Communication Operation Instruction Files); N1-170-77-001 / 980-1 (Telephone Service Work Order Files).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

Item 0003: COMSEC Files: COMSEC Field Account Files

Item 0004: COMSEC Files: COMSEC Central Office of Record Files

Note that the retention period and cutoff for these two items are different from each other because only those for the field records are prescribed by external requirements. The agency was free to develop its own retention periods and cutoffs for central office records, and did so to best meet its business needs.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

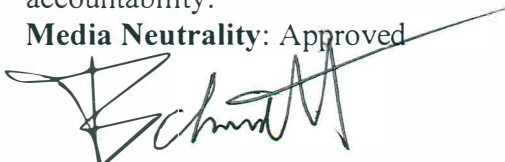
Appraisal Justification:

* Has little or no research value.

* Previously approved as temporary: N1-170-77-001 / 230-1 (COMSEC Management Files); N1-170-77-001 / 230-2 (COMSEC Supply Correspondence Files); N1-170-77-001 / 230-3 (COMSEC Item Register Files); N1-170-77-001 / 230-4 (COMSEC Daily Inventory Files); N1-170-77-001 / 230-5A and 5B (COMSEC Accounting Reporting Files); N1-170-77-001 / 230-6 (Crypto-Area Visitor Register Files); N1-170-77-001 / 230-7A and 7B (COMSEC Approval Files); N1-170-77-001 / 230-11 (Encrypted Message Text Files); N1-170-77-001 / 230-12 (Encrypted Message Text Files).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved



JEREMY P. SCHMIDT
Appraiser