



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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March 30, 2020

Kelleigh A. Miller
Department of Justice
Drug Enforcement Administration
700 Army-Navy Drive
Arlington, VA 22202
Kelleigh.A.Miller@usdoj.gov

Dear Ms. Miller,

Thank you for your letter dated March 18, 2020 pertaining to the unauthorized disposition of Drug Signature Analysis Files dating from 1998 to present and retained by Special Testing and Research Laboratory (SFL1). These files are permanent under Records Control Schedule (RCS) N1-170-00-001, item 3, but were erroneously destroyed under the temporary authority--RCS NC1-170-77/1, item 901-01. You identified that the Drug Signature Analysis files reports can be recovered for the dates 1998 and forward, but DEA can only recover the analysis that contributed to the report if the case has not been closed over 10 years -- or 2010 to present.

In an effort to mitigate future risk you provided that SFL1 is changing the process in which the analyses are captured for the Drug Signature Analysis files to ensure that no more records are lost. DEA is also proposing a revised schedule for Drug Signature Analysis that would only capture the final reports as permanent while the supporting analysis will be captured temporarily with all the other exhibit Laboratory Case files.

NARA accepts your report and risk mitigation strategy and considers this matter resolved.

Thank you for your commitment to improving your records management practices.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

cc

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