



Office of the Chief  
Records Officer for the  
U.S. Government

***Sent Via Email. No Hard Copy to Follow.***

November 20, 2020

Kelleigh A. Miller  
Agency Records Officer  
Department of Justice  
Drug Enforcement Administration  
700 Army-Navy Drive  
Arlington, VA 22202

Dear Ms. Miller:

While the National Archives and Records Administration (NARA) was working with the Drug Enforcement Agency (DEA) on a schedule update for the DEA's training records, it came to our attention that the DEA cannot locate the Training Aids Files, which have been scheduled as permanent since 1977. These records were first scheduled under NC1-170-77-01 / 830-02 and later rescheduled under N1-170-89-1 / 830-02. According to our documentation, the DEA has never transferred Training Aids Files to NARA.

In accordance with 36 CFR 1230.16(b), NARA requests that you respond within 30 business days and provide us with a report documenting the search to locate these records. If the records cannot be located, your report should include statements of safeguards to prevent further loss and all details of the actions taken to recreate or reconstruct the records. We will also need documentation of any records that are determined to be lost or destroyed. This documentation should include a description of the records, including the dates that the records were created, approximate volume of the missing records, and a description of the office that created and maintained the records.

Thank you for your attention to this matter. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

for the U.S. Government



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Records Officer for the  
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December 8, 2022

Kannessia S. Jordan  
Department of Justice  
Drug Enforcement Administration  
700 Army-Navy Drive  
Arlington, VA 22202

Dear Kannessia S. Jordan,

The National Archives and Records Administration (NARA) has received your agency's report documenting the Drug Enforcement Administration (DEA)'s response to the letter we sent on November 20, 2020, opening an unauthorized disposition case based on information that we received that the Training Aids Files that have been scheduled as permanent since 1977 could not be located.

NARA received an initial report on December 18, 2020, documenting that the DEA was unable to locate the Training Aid Files in electronic format and that personnel in the Office of Training were unable to locate the files in paper. In this letter, the DEA Records Management Unit indicated they would conduct a more thorough search after COVID-19 restrictions were lifted. The final report was received from DEA on November 10, 2022 that indicated that these records were unable to be located or reconstructed. It was determined that during the Office of Training relocation from Washington, D.C. to Georgia, the files were relocated to another office or disposed of in error. New protocols were implemented to maintain paper and electronic records.

Based on the information we received from you, this matter is resolved. Please inform us if the records are found so we can update our records. If you have any questions or wish to discuss further, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive style with a large initial 'L' and a stylized 'v'.

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

cc. Jeanette Plante, Department Records Officer, Department of Justice

Enclosures (2)