



**U.S. Department of Justice**  
Drug Enforcement Administration  
Freedom of Information and Records  
Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

September 27, 2019

Lawrence Brewer  
Chief Records Officer for the United States Government  
National Archives and Records Administration  
Office of the Chief Records Officer  
8601 Adelphi Road  
College Park, Maryland 20740-6001

Dear Mr. Brewer:

In accordance with 44 U.S.C. and 36 CFR 1229.10, I am requesting the Archivist's approval for emergency disposal of Drug Enforcement Administration (DEA) records which were destroyed as a result of Hurricane Dorian.

On September 1, 2019, all records maintained by the DEA Freeport Resident Office were damaged records as a result of Hurricane Dorian. I communicated with the management team of DEA's Caribbean Division on September 12 and September 16, 2019, to assess the damage to agency records. As a result of the hurricane, the Freeport Resident Office was flooded with five feet of water. All records were left in the Freeport Resident Office with the exception of four cubic feet of confidential source (CS) records dated 1984 to present. They were retrieved by DEA personnel and relocated to the United States (U.S.) Embassy in Nassau, Bahamas. The CS records are secured in DEA workspace within the U.S. Embassy; however, they are completely waterlogged. The CS records are scheduled as temporary records under disposition authority NC1-170-77-1. The official CS file is maintained in paper format; however, certain CS records are also maintained in DEA's Confidential Source System Concorde (CSSC). CSSC is a web-based system which provides the capability to establish, track, and manage DEA CSs. CSSC has automated some of the requisite forms and workflows within DEA's CS Program (e.g., DEA-512 *Confidential Source Establishment* and DEA-512a *Confidential Source Risk Assessment*); however, many CS documents still require wet signatures and must be maintained in paper format. Since CSSC has not been engineered to accept digital signatures not all of the water damaged CS records can be recreated electronically. Therefore, the Freeport RO plans to recreate all of the active CS files in paper format and will continue to follow agency procedures regarding the uploading of certain CS records into CSSC.

The Freeport RO's damaged investigative, administrative, and financial records are all temporary records and certain records can be reconstituted through electronic means. DEA's investigative case files are maintained electronically in the Investigative Management Program and Case Tracking (IMPACT) System. IMPACT is scheduled as temporary under disposition authority DAA-0170-2013-0004. DEA Headquarters' also maintains reference copies of investigative case files which pre-date IMPACT (i.e., files dated 2011 and prior).

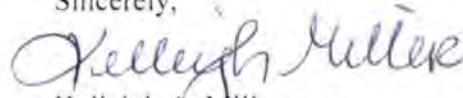
The Freeport RO's financial and property files are covered by the General Records Schedule. The financial records are maintained in the Unified Financial Management System (UFMS) and Financial Information Reporting and System Tool (FIRST). Freeport RO's accountable property records are

accessible in the Property Inventory Management Module (PIMM), UFMS, and FIRST. The Official Government Vehicle (OGV) records such as vehicle registration, titling, and licensing; accident and incident reports; and maintenance and repair receipts were destroyed as a result of the hurricane. However, some vehicle information is accessible electronically in UFMS and Fleet Inventory Reconciliation Module (FIRM). The Freeport RO plans to recreate the hard copy OGV file with pertinent documentation.

Due to the current condition of the Freeport RO's CS, investigative, administrative, and financial records, DEA requests your approval for emergency authorization to destroy the records which are a menace to property and human health. With your approval, the administrative records left in the Freeport Ro will be destroyed by burning the records in steel barrels with oversight by Department of State and DEA personnel.

If you have any questions or require additional information, please contact me at [REDACTED] or via email at [Kelleigh.A.Miller@usdoj.gov](mailto:Kelleigh.A.Miller@usdoj.gov).

Sincerely,



Kelleigh A. Miller

Section Chief

Freedom of Information/Records Management Section  
Office of Administration

(b)(6);  
(b)(7)(C)



NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

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

January 21, 2020

Kelleigh A. Miller  
Section Chief  
Freedom of Information and Records Management Section (FSR)  
U.S. Drug Enforcement Administration  
8701 Morrisette Drive  
Springfield, Virginia 22152  
[Kelleigh.A.Miller@usdoj.gov](mailto:Kelleigh.A.Miller@usdoj.gov)

Dear Ms. Miller:

This letter is to notify you that, in accordance with 36 CFR, Part 1229.10, the Archivist of the United States has approved your request for emergency destruction of approximately twenty (20) cubic feet of storm-damaged records as indicated below. It is our understanding that the damaged records are located at the Belfor records recovery facility at 2425 Blue Smoke Court S, Fort Worth, Texas 76105 and at the DEA Caribbean HQ in San Juan, Puerto Rico. You reported that the records were subjected to five feet of water in the building in Freeport, Bahamas on September 1st due to Hurricane Dorian. Subsequently, the records developed mold and have other undetermined contaminants due to the flood waters.

We understand that most of the damaged files will be re-created from other paper and electronic sources to the extent possible. We also understand that the confidential source (CS) files and investigative records (now relocated to Puerto Rico) will be recovered, as able, due to the DEA requirement to maintain original documents containing wet signatures on such documents.

The DEA is requesting that the original, storm-damaged records, with the exception of the documents containing wet signatures or those that may not be duplicated in DEA electronic record-keeping systems, be considered a menace to health, life, or property pursuant to the provisions of 36 CFR 1229.10. We understand that all DEA storm-damaged records are scheduled as temporary.

The Archivist of the United States, per his authority in such events, has authorized the immediate destruction of the original storm-damaged records as indicated in Enclosure 1, Archivist Concur Memo ER-AC-13-#3. In addition, please see Enclosure 2, with NARA's Preservation Programs and ISOO recommendations.

If you have any questions concerning this matter, please contact Darin Coté, lead, Federal Records Emergency Destruction (FRED) sub-working group, at [rm.communications@nara.gov](mailto:rm.communications@nara.gov) or 817-551-2003 (office) or 817-357-0748 (cell).

Sincerely,

A handwritten signature in blue ink that reads "Laurence S. Brewer". The signature is written in a cursive style.

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

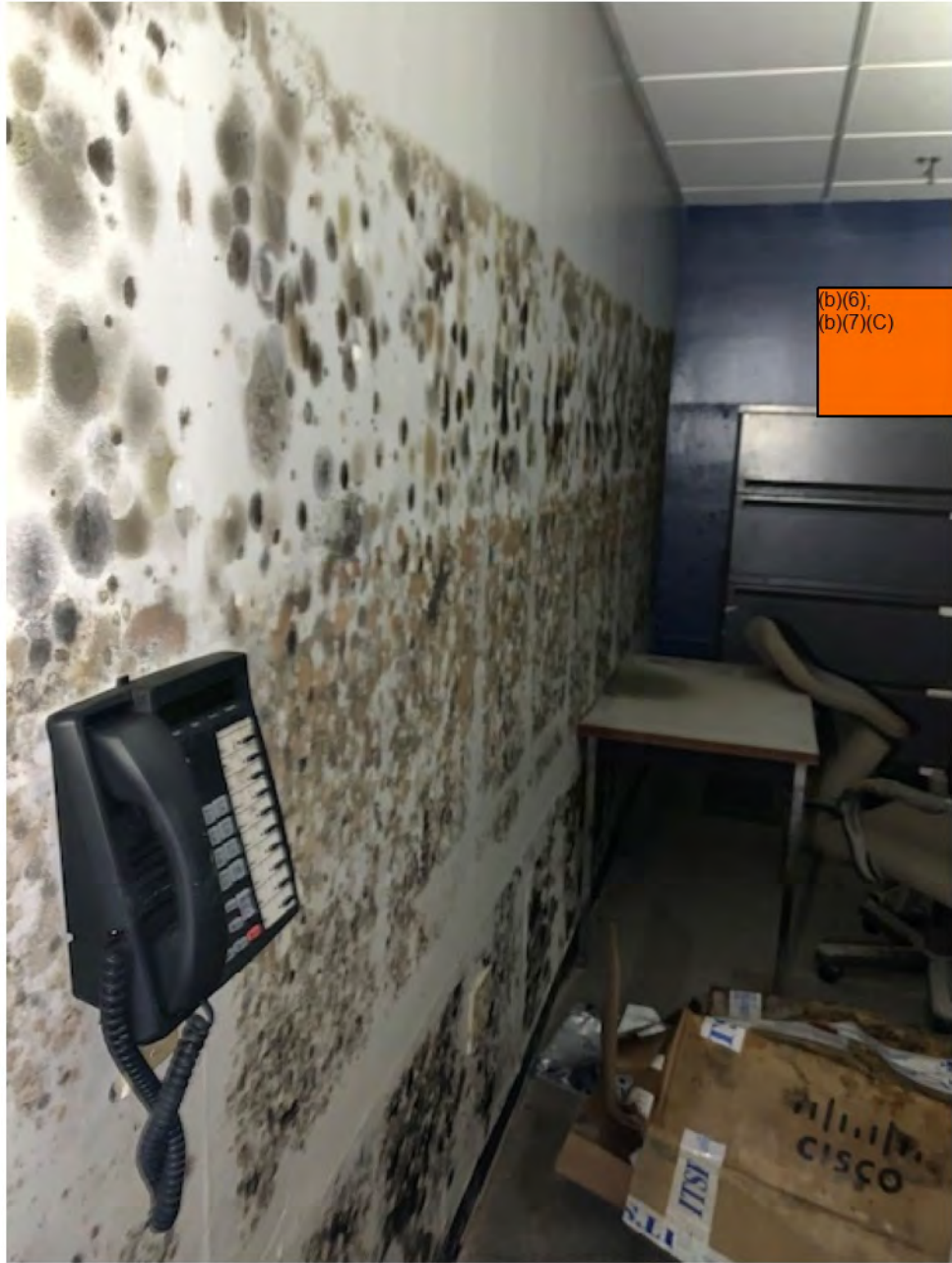
Enclosure:

Archivist Concur Memo ER-AC-13-#3.pdf

NARA Preservation Programs and ISOO Guidance and Recommendations.docx







(b)(6);  
(b)(7)(C);  
(b)(7)(E)

