See Also: LOM 7308.2
REDACTED
www.archives.gov/frc/arcis

ACTION BY:	***ACTION:***
Program Assistant (PA)	1. **Reviews** file room to identify case files eligible for archival.
	2. **Checks** that files are complete (e.g., contain laboratory reports, DEA-86s, DEA-48s, DEA-307s, etc.).
	3. **Prepares** the SF-135, *Records Transmittal Receipt*.
	4. **Acquires** records boxes. NOTE: Boxes are available from the Federal Supply Service. Only catalog number NSN 8115-00-117-8249 is permitted.
	5. **Packs** boxes in accordance with instructions printed on the box.
	6. **Creates** an itemized list of the contents of each box.
	7. **Contacts** the Federal Records Center (FRC).
Laboratory Director (LD)	8. **Signs** and **dates** the SF-135.
	9. **Delivers** archive materials to the appropriate record center.

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