Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
Bureau of Alcohol, Tobacco, Firearms, & Explosives

2 Major Subdivision
Office of Enforcement Programs and Services

3 Minor Subdivision
Learning Systems Management Division

4 Name of Person with whom to confer	5 Telephone (include area code)
Michelle Thomas	202-648-7527

Job Number
_N1-436-08-16_

Date Received
_3/20/08_

Notification to Agency

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date	Archivist of the United States
_8/20/09_	_[signature]_

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___2___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[x] is not required	[ ] is attached	[ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Michelle Thomas	ATF Records Officer	3/18/08

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	TPD Archival Imaging System Privacy Act: Justice/ATF system of records .007.		

[handwritten at bottom] 9/25/08 Copies Sent to Agency, NWMW, NR

		GRS or Superseded Job Citation	Action Taken (NARA Use Only)
	ATTACHMENT A		
	Bureau of Alcohol, Tobacco, Firearms and Explosives		
	Bureau of Alcohol, Tobacco, Firearms and Explosive Office of Management Administrative Programs Division		
Item No.	**Description of Item and Proposed Disposition**		
	Training and professional Development (TPD) Archival Imaging System		
	The TPD archival system stores the Bureau's law enforcement and non-law enforcement training records (historical and current). These materials include requirements analyses, job tasks analyses, lesson plans (to include instructor/student materials), Requests for Training (historical) out-Bureau evaluation forms, and Course File (comprehensive record) information. [These records are subject to the Privacy Act]		
a.	**Master File.** Records are dated 2002 to Present. Paper and electronic documents include privacy act/sensitive material, name of employees of ATF, as well as other Federal and State government entities, course materials and lesson plans and social security numbers. DELETE WHEN 25 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.	**ATF RCS 101, Items 5b & 6b**	
b.	~~**Back-up copies of master file.** Back-up copies are created daily on to the command center server are used for potential system failure, in the event of system failure, or other unintentional loss of data.~~ ~~DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICH EVER IS LATER.~~	GRS 24, Item 4a (2)	
c.	**Input records (paper).** Training documents received from TPD divisions. This also includes ATF 5140.1 Request for Training and the Course File. DESTROY PAPER RECORDS AFTER INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED, OR. NO LONGER NEEDED FOR REFERENCE PURPOSES, WHICHEVER IS LATER	New	

Item No.	ATTACHMENT A **Bureau of Alcohol, Tobacco, Firearms and Explosives** Bureau of Alcohol, Tobacco, Firearms and Explosive Office of Management Administrative Programs Division **Description of Item and Proposed Disposition**	**GRS or Superseded Job Citation**	**Action Taken (NARA Use Only)**
d.	~~Output Records. Reports are generated monthly to track data entry of documents for the purpose of evaluation and quality control.~~ ~~DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, OR AGENCY USE, WHICHEVER IS LATER~~	GRS 20, Item 6	
e.	~~System Documentation. Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, etc., are related to a master file or database~~ ~~DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE.~~	GRS 20, Item 11a	