

Request for Records Disposition Authority

Records Schedule Number DAA-0436-2012-0007
Schedule Status Approved

Agency or Establishment Bureau of Alcohol, Tobacco, Firearms, and Explosives
Record Group / Scheduling Group Records of the Bureau of Alcohol, Tobacco, Firearms, and Explosives
Records Schedule applies to Major Subdivision
Major Subdivision Office of Professional Responsibility & Security Operations
Minor Subdivision Security & Emergency Programs Division, Personnel Security Branch
Schedule Subject Personnel Security Records

Internal agency concurrences will be provided No

Background Information Personnel security records created under Office of Personnel Management and Department of Justice procedures and regulations and related indexes maintained by the Personnel Security Branch. ATF has been delegated the authority to conduct its own background investigations and supplies this information to other Federal agencies upon request for up to 10 years after a person separates from ATF.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0436-2012-0007

Sequence Number	
1	Personnel Security Investigation Case Files
1.1	XML copy of case files exported from JSTARS Disposition Authority Number: DAA-0436-2012-0007-0001
2	Sensitive Unclassified Information Nondisclosure Agreements Disposition Authority Number: DAA-0436-2012-0007-0002

Records Schedule Items

Sequence Number	
1	<p>Personnel Security Investigation Case Files Records documenting the pre-employment screening process, waiver of the pre-employment background investigation, and/or the background investigation for Federal employees or applicants for Federal employment, and other persons, who require an approval before having access to Government information, information technology systems, or facilities. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the pre-employment screening, waiver request, and/or background investigation.</p>
1.1	<p>XML copy of case files exported from JSTARS Disposition Authority Number DAA-0436-2012-0007-0001</p> <p>Under delegated security investigation authority from OPM, ATF is required to provide information from its background investigations for a period of 10 years to federal agencies considering hiring employees or contractors who have left ATF. Administrators of the Department of Justice Security Tracking and Adjudication System (JSTARS), where the files are maintained, purge closed case files 2 years after their cutoff. DOJ JSTARS administrators create and provide ATF with a special XML file of closed ATF case files prior to removing the files from JSTARS, to enable ATF to meet this 10-year data-furnishing obligation.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Data file in XML format</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon verification that the XML file transferred to ATF by DOJ JSTARS administrator is accurate, complete, and usable.</p> <p>Retention Period Destroy 8 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

2

Sensitive Unclassified Information Nondisclosure Agreements

Disposition Authority Number DAA-0436-2012-0007-0002

Copies of nondisclosure agreements for sensitive unclassified information signed by personnel with access to unclassified information that requires safeguarding or dissemination controls, pursuant to and consistent with applicable law, regulations, and government-wide policies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Signed copies of paper forms.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the person signs the form.

Retention Period Destroy 50 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/16/2012	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
03/11/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
05/01/2014	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
06/16/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/16/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/16/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist