

## Request for Records Disposition Authority

Records Schedule Number: DAA-0436-2012-0008  
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: Agency-wide  
Schedule Subject: Meeting Minutes and ATF Policy and Procedures Files  
Internal agency concurrences will be provided: No

Background Information: Records related to the development and issuance of significant Bureau policies and operating procedures. Includes executive staff meeting minutes and records of policies and procedures that are not issued under the ATF Directives Management Program, which are already scheduled under NC1-436-80-002, Item 3.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0436-2012-0008

Sequence Number	
1	Meeting Minutes
1.1	Executive Meeting Minutes Disposition Authority Number: DAA-0436-2012-0008-0001
1.2	Non-executive Meeting Minutes Disposition Authority Number: DAA-0436-2012-0008-0002
2	Policies and Operating Procedures Disposition Authority Number: DAA-0436-2012-0008-0003

## Records Schedule Items

Sequence Number			
1	<p><b>Meeting Minutes</b> Minutes of regular recurring staff meetings and special staff, working group, advisory group, or other meetings presided over by an ATF executive, manager, supervisor, or other employee. Includes planning meetings held off-site or on-site at ATF facilities. The record includes the following items, to the extent they exist: meeting agenda, including new items added during the meeting; date/time and location of meeting; identification of participants; summaries of discussions on each topic and a record of decisions reached and/or actions assigned; copies of or links to presentations made or documents discussed; and similar items. Minutes may or may not be formally approved and adopted, and should be maintained in chronological order.</p>		
1.1	<p><b>Executive Meeting Minutes</b></p> <p>Disposition Authority Number      DAA-0436-2012-0008-0001</p> <p>Minutes of regular recurring staff meetings and other meetings presided over by the Director, Deputy Director, or Director's Chief of Staff.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off files at the end of the fiscal year.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks 15 year(s) after the last year of the block</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 2014 To 2018</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 5 Years</p>		
		Estimated Current Volume	Annual Accumulation

Electronic/Digital		50 MB
Paper		0.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

**Non-executive Meeting Minutes**

Disposition Authority Number      DAA-0436-2012-0008-0002

Minutes of regular recurring staff and other meetings presided over by ATF executives, managers, and supervisors other than the Director, Deputy Director, or Director's Chief of Staff.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?              No

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the fiscal year.

Retention Period                        Destroy 5 year(s) after Cutoff

**Additional Information**

GAO Approval                            Not Required

2

**Policies and Operating Procedures**

Disposition Authority Number      DAA-0436-2012-0008-0003

Records documenting the development and issuance of ATF policies or operating procedures related to ATF's core missions. Includes policies and procedures addressed externally to ATF's mission partners and regulated industry members, as well as those directed internally to ATF employees and contractors. Does not include guidance issued as formal ATF Directives (Briefs, Orders, Handbooks and Publications), records of which are maintained by the Directives Management

Program, but may include policies and procedures initially issued in memorandum format prior to being developed into a directive. Examples include Policy Memoranda from the Director, Deputy Director or Assistant Director; mission-related Standard Operating Procedures (SOPs); Open Letters to Federal Firearms Licensees (FFLs) and Federal Explosives Licensees (FELs); newsletters to FFLs and FELs; Important Interpretation Letters (Explosives); and similar communications. Records may include the following types of information: - the need or justification for the policy/procedure; - sources of input or ideas; - alternatives considered; - issues raised and addressed during development; - expected duration; - record of coordination with affected or interested offices or persons, including documentation of verbal conversations; - the final version of the issuance as published/distributed; - records of updates or revisions.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

#### Disposition Instruction

Cutoff Instruction Close the record when the policy or procedure is cancelled, superseded, or has become obsolete. Cut off at the end of the fiscal year that the record closes.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after the last year of the block.

#### Additional Information

First year of records accumulation 2014

What will be the date span of the initial transfer of records to the National Archives? Unknown  
We have yet to identify all the collections of these types of records within ATF.

How frequently will your agency transfer these records to the National Archives? Unknown  
Multiple creating offices will be responsible for accumulating and transferring 5-year blocks of records. Each office will transfer records at the appropriate time.

## 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
07/10/2012	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
04/15/2014	Return for Revision	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
08/01/2014	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
08/18/2014	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
06/09/2015	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist