

Request for Records Disposition Authority

Records Schedule Number: DAA-0436-2012-0011
 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 Science and Technology (OST)
 Minor Subdivision: Financial Investigative Services Division (FISD)
 Schedule Subject: 4TRACS
 Internal agency concurrences will be provided: No

Background Information

4Tracs is a Microsoft Access database used to track the time and related information about cases worked by the Forensic Auditors in the Office of Science and Technology (OST), Financial Investigative Services Division (FISD). There are two parts of the 4Tracs database: one is to collect specific data about the cases worked; and the other is to track time spent working cases. Users (Forensic Auditors in the Office of Science and Technology – FISD) manually input the information into the system via a secure link to the ATF internal enterprise network. The information that is collected within the 4TRACS program is used by ATF management for the following:

- Aiding in the creation of Performance Evaluations for the staff of the OST – FISD;
- Informing management of the accomplishments of the OST - FISD;
- Tracking information on how long cases take to work, distribution of the workload for the cases and the status of the cases, i.e., how far along they are in the investigative process; and
- Tracking investigative case information.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2012-0011

Sequence Number	
1	Database Master File Disposition Authority Number: DAA-0436-2012-0011-0001
2	Special Reports Disposition Authority Number: DAA-0436-2012-0011-0002

Records Schedule Items

Sequence Number	
1	<p>Database Master File</p> <p>Disposition Authority Number DAA-0436-2012-0011-0001</p> <p>Master File is maintained in case number order and contains the following information: - case information such as the investigative case number, Agent and Prosecutor names, relevant case dates, and grand jury, plea, trial and sentencing information, time spent on cases and administrative duties. Inclusive dates of records in the system: June 2003 to present.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Database Master File</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off cases at the end of the fiscal year in which the case is closed.</p> <p>Retention Period Destroy 10 year(s) after Cut off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Special Reports</p> <p>Disposition Authority Number DAA-0436-2012-0011-0002</p> <p>Time reports for individual use, statistical reports based on different periods, and results of adhoc queries can be printed or exported from 4Tracs.</p> <p>Final Disposition Temporary</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</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cutoff reports and spreadsheets at the end of the fiscal year in which they are produced.

Retention Period

Destroy when no longer needed

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
10/11/2012	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
07/07/2015	Submit for Concurrency	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist