

## Request for Records Disposition Authority

Records Schedule Number DAA-0436-2013-0006  
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 (OPRSO)  
Minor Subdivision Executive Protection Branch  
Schedule Subject Executive Protection Records  
Internal agency concurrences will be provided No

Background Information Records regarding the planning and carrying out of protection for the Director of the Bureau of Alcohol, Tobacco, Firearms and Explosives, in accordance with Department of Justice Order 2630.5A, Department of Justice Executive Protection, and ATF O 1700.3, Executive Protection Branch.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001, 0002

## Outline of Records Schedule Items for DAA-0436-2013-0006

Sequence Number	
1	Executive Protection Reports Disposition Authority Number: DAA-0436-2013-0006-0001
2	Threat Assessment/Security Plan Disposition Authority Number: DAA-0436-2013-0006-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="358 411 760 441"><b>Executive Protection Reports</b></p> <p data-bbox="358 465 1135 495">Disposition Authority Number      DAA-0436-2013-0006-0001</p> <p data-bbox="358 519 1487 922">Reports prepared by the Executive Protection Branch (EPB) in connection with activities or events attended by the Director, ATF. The EPB Advance Report is an operation plan that outlines all of the essential security and logistical details related to the Director's official movements. The advance report prepares the security team for the upcoming movement and helps identify and rectify potential problems early. Advance reports help ensure a smooth visit from arrival to departure and include contingency plans to address unforeseen issues (fire alarms, medical emergencies, tactical threats). The EPB After Action Report is an overall review of the previous mission assignment. The intent of the report is to self-evaluate all EPB activities during the movement and identify any issues that may have affected EPB operations during that event.</p> <p data-bbox="358 946 911 976">Final Disposition                      Temporary</p> <p data-bbox="358 1000 846 1030">Item Status                              Active</p> <p data-bbox="358 1054 813 1084">Is this item media neutral?          Yes</p> <p data-bbox="358 1108 802 1224">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 data-bbox="358 1263 662 1293"><b>Disposition Instruction</b></p> <p data-bbox="358 1317 1430 1390">Cutoff Instruction                      Close report when all issues are resolved. Cut off closed reports at end of the Fiscal Year.</p> <p data-bbox="358 1414 1159 1444">Retention Period                        Destroy 5 year(s) after Cutoff</p> <p data-bbox="358 1483 659 1513"><b>Additional Information</b></p> <p data-bbox="358 1537 1081 1567">GAO Approval                            Required and Received</p>
2	<p data-bbox="358 1597 813 1627"><b>Threat Assessment/Security Plan</b></p> <p data-bbox="358 1651 1138 1681">Disposition Authority Number      DAA-0436-2013-0006-0002</p> <p data-bbox="358 1705 1430 1914">The Threat Assessment/Security Plan identifies threats to the Director, identifies the risk posed by these threats, and compares them to the protection/security provided by EPB. As a part of this process, potential vulnerabilities in the protection/security being provided will be identified. This then allows EPB to prioritize threat concerns and develop specific security/protection countermeasures.</p>

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?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Close and cut off the file when the subject Director leaves ATF.
Retention Period	Destroy 5 year(s) after Cutoff
<b>Additional Information</b>	
GAO Approval	Required and Received

## 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
05/31/2013	Return to Submitter	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
06/03/2013	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
02/20/2015	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/24/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/24/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist