

Request for Records Disposition Authority

Records Schedule Number DAA-0436-2014-0002
Schedule Status Returned Without Action
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 Subject Files
Internal agency concurrence will be provided No
Background Information ATF Subject Files

This schedule provides cutoff, retention, and disposition authority for all subject files (may also be called correspondence files) within the Bureau of Alcohol, Tobacco, Firearms and Explosives that are not otherwise specifically scheduled on an agency-specific records schedule or the General Records Schedules. Subject files contain documents that are filed together because they relate in some manner to an identified topic or subject. The documents in the file do not necessarily have a direct connection to each other. Subject files are typically numbered with function-based file codes as well as titles, and arranged according to the ATF Subject Classification and Filing System (ATF O 1310.1C).

Subject files contain a variety of documents with varying degrees of usefulness. Some documents lose their value quickly, while others will have long-lasting interest that may span years. Subject files do not have a closure event or action that applies universally to all the documents in the file, as do project or case files. Therefore the information in subject files must be systematically reviewed and cut off at regular intervals to prevent the unending accumulation of obsolete information.

Upon cutoff, a new set of files for the new year is created. Documents of continuing value are moved to the new year's files, so that they continue to be available for use. Documents no longer of current interest are left in the previous file, which is marked or tagged as "Cutoff," along with the cutoff date. Cutoff files are retained separately from the active files for the full length of the retention period, and are then destroyed.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GA Approves

Returned Without Action

Outline of Records Schedule Items for DAA-0436-2014-0002

Sequence Number

Subject Files

Disposition Authority Number: DAA-0436-2014-0002-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Subject Files</p> <p>Disposition Authority Number DAA-0436-2014-0002-0001</p> <p>Subject files, used to gather and retain documents and information generally related to an identified topic or subject. Documents filed together may or may not have a direct connection or relationship to each other. This item applies to all ATF subject files that are not specifically identified and scheduled in an ATF Records Control Schedule item or the General Records Schedule.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Review files and cut off information of no continuing value annually.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

Returned Without Action

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.

Signature Information

Date	Action	By	Title	Organization
09/08/2014	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
04/07/2015	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

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