

Request for Records Disposition Authority

Records Schedule Number **DAA-0436-2015-0001**

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 and Security Operations (OPRSO)**

Minor Subdivision **Emergency Management Branch**

Schedule Subject **Enterprise Notification System (ENS) Log Files**

Internal agency concurrences will be provided **No**

Background Information **The Enterprise Notification System (ENS) is a communications system used by the Emergency Management Branch (EMB) to notify ATF employees, contractors, task force officers, and emergency response partners of potential or actual emergency situations. It is comprised of two Commercial Off the Shelf (COTS) products, Alertus and NXT Communicator. Alertus provides capability to notify recipients of immediate situations affecting designated areas, such as fire alarms or active shooter incidents, by means of brief pop-up messages on computer screens or telephone alerts. Communicator enables EMB to send longer, more detailed, messages to targeted recipients.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0436-2015-0001

Sequence Number

1

ENS Notification Log Files

Disposition Authority Number: DAA-0436-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 730 446">ENS Notification Log Files</p> <p data-bbox="373 468 1136 500">Disposition Authority Number DAA-0436-2015-0001-0001</p> <p data-bbox="373 521 1516 702">Both components of the ENS create and maintain logs containing the history of each notification sent, including the text of the message transmitted, the list of all receiving computers or devices for each message, the time and date sent and acknowledged, and similar data. Files are typically used as needed to evaluate and report on responses to prior emergency situations.</p> <p data-bbox="373 723 925 755">Final Disposition Temporary</p> <p data-bbox="373 776 860 808">Item Status Active</p> <p data-bbox="373 829 828 861">Is this item media neutral? Yes</p> <p data-bbox="373 883 828 1000">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 data-bbox="373 1021 828 1117">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="373 1149 673 1181">Disposition Instruction</p> <p data-bbox="373 1202 1380 1234">Cutoff Instruction Cut off log files at the end of each fiscal year.</p> <p data-bbox="373 1255 1161 1287">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="373 1330 673 1361">Additional Information</p> <p data-bbox="373 1383 958 1415">GAO Approval Not Required</p>

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
08/06/2015	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
11/17/2015	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist