

Request for Records Disposition Authority

Records Schedule Number DAA-0436-2016-0003
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 Enforcement Programs and Services (EPS)
Schedule Subject Industry Correspondence
Internal agency concurrences will be provided No

Background Information The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is responsible for regulating the manufacturing and other activities of companies in the firearms, ammunition, and explosives industries. ATF often receives correspondence, inquiries, requests for information, and other communications of a general nature from members of these industries, not related to specific business actions between ATF and the industry member.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2016-0003

Sequence Number	
1	General Industry Correspondence Disposition Authority Number: DAA-0436-2016-0003-0001
2	Industry Correspondence Subject File Disposition Authority Number: DAA-0436-2016-0003-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 421 824 455">General Industry Correspondence</p> <p data-bbox="358 470 1136 504">Disposition Authority Number DAA-0436-2016-0003-0001</p> <p data-bbox="358 525 1484 819">Communication of a general nature from individuals or companies in the firearms, ammunition, or explosives industry that requires a response from ATF. Includes original communications and copy of response for routine inquiries for information such as photographs, drawings, patented information, tax information, firearm license(s), import permit(s), applications, government/military contract information, and similar matters. Does not include communications related to specific regulatory, licensing, investigatory, or other business actions between ATF and the industry member, which are maintained in appropriate case files</p> <p data-bbox="358 838 912 872">Final Disposition Temporary</p> <p data-bbox="358 889 846 923">Item Status Active</p> <p data-bbox="358 940 818 974">Is this item media neutral? Yes</p> <p data-bbox="358 993 818 1117">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="358 1136 802 1225">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="358 1264 662 1298">Disposition Instruction</p> <p data-bbox="358 1317 1230 1351">Cutoff Instruction Cutoff at the end of the fiscal year.</p> <p data-bbox="358 1370 1484 1553">Retention Period Retain 10 years after cutoff. Prior to disposal, screen records for any items of a precedential nature or other continuing significance, and move these items to an appropriate Industry Correspondence Subject File. Destroy or delete the remaining items.</p> <p data-bbox="358 1591 662 1625">Additional Information</p> <p data-bbox="358 1644 945 1678">GAO Approval Not Required</p>
2	<p data-bbox="358 1702 878 1736">Industry Correspondence Subject File</p> <p data-bbox="358 1753 1143 1787">Disposition Authority Number DAA-0436-2016-0003-0002</p> <p data-bbox="358 1806 1442 1951">Copies of general industry correspondence or communications and ATF replies that are arranged and maintained by topic or subject matter. Files provide perspectives over time regarding topics, events, companies, industry practices, procedures, and similar subjects related to ATF-regulated industries. Files are</p>

established and maintained by program officials as needed to facilitate reference to topics of interest.

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 Cutoff when no longer needed

Retention Period Destroy 3 year(s) after cutoff

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
07/22/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
10/28/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/28/2016	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
11/01/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
01/24/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist