

## Request for Records Disposition Authority

Records Schedule Number      DAA-0436-2016-0004  
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                Criminal Evidence Reports  
Internal agency concurrences will be provided      No

Background Information              Divisions within the Office of Enforcement Programs and Services support ATF's criminal investigators by providing specialized expertise relating to firearms, ammunition, and explosives.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2016-0004

Sequence Number
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1
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Criminal Evidence Reports
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Disposition Authority Number: DAA-0436-2016-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="362 421 727 453"><b>Criminal Evidence Reports</b></p> <p data-bbox="362 474 1133 506">Disposition Authority Number      DAA-0436-2016-0004-0001</p> <p data-bbox="362 527 1490 666">Reports prepared and provided to Special Agents on the examination and technical analysis of criminal evidence. Reports include the primary analysis and supporting documents: Reports of Investigations (ROIs), evidence transmittal forms, exhibits, property records, and related case documents.</p> <p data-bbox="362 687 914 719">Final Disposition                      Temporary</p> <p data-bbox="362 740 849 772">Item Status                              Active</p> <p data-bbox="362 793 816 825">Is this item media neutral?          Yes</p> <p data-bbox="362 846 816 963">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="362 985 800 1070">Do any of the records covered by this item exist as structured electronic data?                      No</p> <p data-bbox="362 1112 662 1144"><b>Disposition Instruction</b></p> <p data-bbox="362 1166 1230 1198">Cutoff Instruction                      Cutoff at the end of the fiscal year.</p> <p data-bbox="362 1219 1157 1251">Retention Period                      Destroy 7 year(s) after cutoff.</p> <p data-bbox="362 1293 662 1325"><b>Additional Information</b></p> <p data-bbox="362 1347 946 1378">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
07/22/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
11/17/2016	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/18/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist