

## Request for Records Disposition Authority

Records Schedule Number      DAA-0436-2016-0005  
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)  
Minor Subdivision              Firearms and Explosives Services Division (FESD)  
Schedule Subject                Importation Records  
Internal agency concurrences will be provided      No

Background Information      This schedule revises the cutoff and retention of records related to the importation of firearms and ammunition to conform to current business requirements and procedures.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2016-0005

Sequence Number	
1	Importation Records
1.1	ATF F 6 Part I, ATF F 6 Part II, ATF F 6A, ATF F 4522, and similar documents. Disposition Authority Number: DAA-0436-2016-0005-0001
1.2	ATF F 4587, Application to Register as an Importer of U.S. Munitions Import List Articles Disposition Authority Number: DAA-0436-2016-0005-0002

## Records Schedule Items

Sequence Number	
1	<b>Importation Records</b>
1.1	<p>ATF F 6 Part I, ATF F 6 Part II, ATF F 6A, ATF F 4522, and similar documents.</p> <p>Disposition Authority Number      DAA-0436-2016-0005-0001</p> <p>These files consist of ATF F 6, Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War; ATF F 6, Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (For Use by Members of the U.S. Armed Forces); ATF F 6A, (5330.3C), Release and Receipt of Imported Firearms, Ammunition and Implements of War; ATF F 6NIA (5330.3D), Application/Permit for Temporary Importation of Firearms and Ammunition by Nonimmigrant Aliens; ATF F 4522, International Import Certificate, and predecessor or similar forms.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</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?                      Yes</p> <p>GRS or Superseded Authority Citation      DAA-0436-2012-0009-0001</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Close and cut off when no longer needed.</p> <p>Retention Period                        Destroy 3 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
1.2	<p>ATF F 4587, Application to Register as an Importer of U.S. Munitions Import List Articles</p> <p>Disposition Authority Number      DAA-0436-2016-0005-0002</p> <p>ATF F 4587, Application to Register as an Importer of U.S. Munitions Import List Articles, and predecessor or similar forms.</p> <p>Final Disposition                      Temporary</p>

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
GRS or Superseded Authority Citation	DAA-0436-2012-0009-0002
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at and of the calendar year
Retention Period	Destroy 10 year(s) after cutoff
<b>Additional Information</b>	
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
08/22/2016	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
01/18/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/18/2017	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
01/18/2017	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
02/23/2017	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/24/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

02/27/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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