

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0436-2022-0001

Status: APPROVED
Date Approved: 08/17/2023

General Information

Agency or Establishment	Bureau of Alcohol, Tobacco, Firearms and Explosives
Record/Scheduling Group	0436 - Records of the Bureau of Alcohol, Tobacco, Firearms, and Explosives
Records Schedule Applies to	Agency-wide
Schedule Subject	Canine (K-9) service records -Law Enforcement/Mission Related Records
Additional Schedule Information	The Special Response Team (SRT) Tactical Canine Program is another unique asset developed by Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATFE). Most law enforcement agencies utilize canines in a police/security role. ATFE goes far beyond this and requires our dogs to not only be aggressive when required, but to be social and highly intelligent. SRT canines are required to work in conjunction with our tactical teams to clear buildings and other target locations, perform searches for hidden suspects, conduct tracking and large area search missions, and as a last resort, attack threats. SRT canines are certified by the International Police and Working Dog Association as both police and working dogs.
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0436-2022-0001

Item #	Title	Disposition
0001	Canine (K-9) service records - Federal Law Enforcement (Mission Related)	Temporary

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Records Schedule Items

DAA-0436-2022-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Canine (K-9) service records - Federal Law Enforcement (Mission Related)	
Item Description	Records documenting acquisition, training, activities, care, and retirement of canine partners. Includes: • acquisition records • breeder and lineage records • vaccination and medical history records • microchip number and identification records • deficiencies/remedies • training courses taken and resulting grades and certifications • initial report of positive detections and bite incidents • end-of-service documentation (through retirement or death)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	6450.b	
Manual Title	Canine (K-9) service records - Federal Law Enforcement (Mission Related)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of calendar year.	
Retention Period	Other: Destroy when superseded or obsolete, or 3 years after dog is released from service, whichever is sooner, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	09/13/2022
Approve	Colleen Shogan	08/17/2023