

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Bureau of Alcohol, Tobacco and Firearms

2. MAJOR SUBDIVISION
 Training and Professional Development

3. MINOR SUBDIVISION
 Leadership and Policy Office

4. NAME OF PERSON WITH WHOM TO CONFER
 Yvonne Johnson

5. TELEPHONE
 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-436-00-2

DATE RECEIVED
 7-14-00

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *7/7/00* ARCHIVIST OF THE UNITED STATES
Robert J. ...

6. 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 on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 7/7/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank Brewer</i>	TITLE ATF Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.	NI-436-80-2	

Sent to Agency + NWML, NR

Bureau of ATF
Training and Professional Development
Leadership and Policy Office

1. ATF RCS 101, Item 5, Training Text and Instructor Guide. NC-436-80-2
These files contain training texts and instructor guides prepared in headquarters, covering various Bureau activities and functions, and related papers.
- a. Reference Copy.
DESTROY WHEN 10 YEARS OLD.
 - b. Lesson Plans related to law enforcement training.
DESTROY WHEN 25 YEARS OLD.
 - c. Lesson Plans not related to law enforcement training.
DESTROY WHEN 10 YEARS OLD.
 - d. All Others.
DESTROY WHEN SUPERSEDED, OBSOLETE OR WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.
2. ATF RCS 101, Item 6, General Training File. NC1-436-80-2
These files contain student guides, reports, records of participants, and related papers and Correspondence. (NC1-436-80-2)
- a. Student Guides.
DESTROY WHEN SUPERSEDED, OBSOLETE OR WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.
 - b. After-action reports and Course Files related to law enforcement.
DESTROY WHEN 25 YEARS OLD.

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- c. After-action reports and Course Files Not related to law enforcement.

DESTROY WHEN 5 YEARS OLD.

- d. Requests for Training (ATF F 6140.1).

DESTROY WHEN 5 YEARS OLD.

- e. ~~All Others~~

~~DESTROY WHEN 5 YEARS OLD.~~

3. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: Delete when recordkeeping copy is produced and filed.

added
item
#3 per
tel con
w/ATF
R.O.