

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-436-00-2</b>	DATE RECEIVED <b>7-14-00</b>
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Training and Professional Development			
3. MINOR SUBDIVISION Leadership and Policy Office		DATE <b>7/7/00</b> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER  Yvonne Johnson	5. TELEPHONE  202-927-7776		

**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 <b>7/7/00</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.	<b>NI-436-80-2</b>	

INACTIVE - ALL ITEMS SUPERSEDED

*Sent to Agency + NWMW, NR*

**INACTIVE - ALL ITEMS SUPERSEDED**

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.

Superseded by:

DAF-0060-2017-2009-0001

DATE (MM/DD/YYYY):

05/31/2017

c. Lesson Plans not related to law enforcement training.

DESTROY WHEN 10 YEARS OLD.

Superseded by:

DAF-0060-2017-2009-0002

DATE (MM/DD/YYYY):

05/31/2017

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DESTROY WHEN SUPERSEDED, OBSOLETE OR WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.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.

Superseded by:

DAF-0060-2017-2009-0001

DATE (MM/DD/YYYY):

05/31/2017

**INACTIVE - ALL ITEMS SUPERSEDED**

INACTIVE - ALL ITEMS SUPERSEDED

Bureau of ATF  
Training and Professional Development  
Leadership and Policy Office

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

~~DESTROY WHEN 5 YEARS OLD.~~

Superseded by:

~~DAA-0060-2017-0009-0002~~

~~DATE (MM/DD/YYYY):~~

~~05/31/2017~~

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

~~DESTROY WHEN 5 YEARS OLD.~~

Superseded by:

~~DAA-0060-2017-0009-0002~~

~~DATE (MM/DD/YYYY):~~

~~05/31/2017~~

- 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.~~

Superseded by: ~~GRS 5.1/20~~

~~DAA-GRS-2016-0016-0002~~

~~DATE (MM/DD/YYYY):~~

~~July 2017~~

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