

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-436-01-1	DATE RECEIVED 3-12-01
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Alcohol and Tobacco		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Alcohol Labeling and Formulation Division			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Yvonne Johnson	927-7776	6-25-02	<i>John W. Paul</i>

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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/5/01	<i>Frank Brewer</i>	ATF Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	ATF RCS 101, Item 170a. ^{169a.} (See attached) ATF RCS Change in item # effective 4/5/02 - updated agency schedule TT	(NCX-436-00-1)	

cc: Agency, NR

Bureau of Alcohol, Tobacco and Firearms
Office of Alcohol and Tobacco
Alcohol Labeling and Formulation Division

ATF RCS 101, Item ~~170a~~. 169a.

a. Original paper label applications. (NCX-436-00-1)

(1) Approved applications.

DISPOSITION. CUTOFF AT END OF CALENDAR YEAR.
DESTROY WHEN 25 YEARS OLD.

*agency concerned
7/24/02 e-mail*

(2) Rejected applications.

*in which the application
was denied.*

DISPOSITION. CUTOFF AT END OF CALENDAR YEAR.
~~DESTROY WHEN 3 YEARS OLD.~~ *Destroy 7 years after
final agency action denying the application.*

*Change in
disposition
approved by
Agency POC
Yvonne Johnson
3/14/02
e-mail*

b. Electronic Mail and Word Processing System Records.

Records created and received on electronic mail and word processing systems, and used to generate a recordkeeping copy. Also includes electronic records maintained for updating, revision or dissemination.

(1) Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION. TEMPORARY. DESTROY/DELETE AFTER RECORDKEEPING COPY IS GENERATED AND PLACED IN A RECORDKEEPING SYSTEM.

(2) Records used for dissemination, revision, or updating.

DISPOSITION. TEMPORARY. DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETE.

TT