Schedule Number: N1-436-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 169a1 was superseded by DAA-0564-2013-0005-0033
Item 169a2 was superseded by DAA-0564-2013-0005-0034

Date Reported: 09/23/2021
**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  
Alcohol and Tobacco

3. MINOR SUBDIVISION  
Alcohol Labeling and Formulation Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Yvonne Johnson

5. TELEPHONE  
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.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GR'S OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ATF RCS 101, Item 169a. (See attached)</td>
<td>(NCX-436-00-1)</td>
<td></td>
</tr>
</tbody>
</table>

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 (ARCHIVIST OF THE UNITED STATES)  
6-25-02

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Yvonne Johnson  
ATF Records Officer
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.
   (2) Rejected applications.
   DISPOSITION. CUTOFF AT END OF CALENDAR YEAR.
   DESTROY WHEN 3 YEARS OLD. Destroy 7 years after
   final agency action denying the application.

   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.