

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
Office of Field Operations

3. MINOR SUBDIVISION
Special Operations Division, Polygraph Branch

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Yvonne Johnson/
Judith Braunstein 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-436-02-1

DATE RECEIVED
3/25/02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-5-02 *John W. Carl*

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 21 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
3-18-02 *Jacqueline White* 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached description	N1-436-90-3	

Agency NR

**Bureau of Alcohol, Tobacco and Firearms
Office of Field Operations, Special Operations Division, Polygraph Branch**

ATF RCS 101, item ~~128~~²³⁰, Polygraph Records. (N1-436-90-3)

- Change in
ATF RCS item #5
effective 4/5/02
- updated agency
schedule
TT*
- a. These are polygraph records given as part of criminal or internal affairs investigations.

DISPOSITION. CUTOFF AT END OF CALENDAR YEAR. DESTROY 10 YEARS AFTER CUTOFF.

- b. These are polygraph records related to ATF pre-employment/applicant screening examinations.

DISPOSITION. CUTOFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF.

- c. 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.