INACTIVE - ALL ITEMS SUPERSEDEDED OR OBSOLETE

Schedule Number: N1-436-02-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1a is superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)
Item b was superseded by N1-436-05-002, item 2b
Items c1 and c2 were superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

The agency has reconfigured file code 230 (polygraph records related to ATF pre-employment/applicant screening examinations) as file code 3204 (Polygraph Examiner’s Records). The agency states that these records are feeder information summarized in final reports, and has indicated per email December 9, 2020 that these records are scheduled under GRS 5.2, item 020 (DAA-GRS-2017-0003-0002).

Date Reported: 2/10/2022
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
   Yvonne Johnson/
   Judith Braunstein

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.

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See attached description

9. GRS OR SUPERSEDED JOB CITATION
   N1-436-90-3

10. ACTION TAKEN (NARA USE ONLY)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8-5-02

ARCHivist OF THE UNITED STATES

[Signature]

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

ATF Records Officer

[Signature]

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA

36 CFR 1228

PREVIOUS EDITION NOT USABLE
Bureau of Alcohol, Tobacco and Firearms
Office of Field Operations, Special Operations Division, Polygraph Branch

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

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.