

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-436-02-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item a was superseded by GRS 1.1 item 010 (DAA-GRS-2013-0003-0001) bullet "records of financing employee relocations."

Items b1 and b2 were superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

Agency concurred in these supersessions by email, 9/22/2021.

Date Reported: 09/23/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>DO NOT WRITE IN THESE SPACES</b> <b>AVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-436-02-02</i>	DATE RECEIVED <i>7/12/02</i>
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Financial Management Division, Travel & Relocation Br.			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Yvonne Johnson	927-7776	<i>10-17-02</i>	<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 2 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 <i>7/8/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jaqueline White</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	ATF RCS 101, item 18. Service Agreement for Employees Being Transferred		

*cc Agency DR NWMWA*

Office of Management  
Financial Management Division  
Travel and Relocation Branch

ATF RCS 101, item 18. Service Agreement for Employees Being Transferred. These files are an agreement to establish time in service requirements in order for an employee to be eligible for travel and transportation entitlements and allowances. (A record copy will be maintained by the Personnel Division in the OPF file according to General Records Schedule 1).

- a. Travel and Relocation Branch Records (in PCS file).

DISPOSITION. CUT OFF AT END OF CALENDAR YEAR IN WHICH THE AGREEMENT ENDS. DESTROY 6 YEARS AFTER CUTOFF.

- 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 and 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.