## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Item a was superseded by GRS 1.1 item 010 (DAA-GRS-2013-0003-0001) bullet "records of financing employee relocations."

Items b1 and b2 were superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002) Agency concurred in these supersessions by email, 9/22/2021.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

(See Instructions on reverse)  N/ 436-02-02  DATE RECEIVED  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 Management  3. MINOR SUBDIVISION Financial Management Division, Travel & Relocation Br  4. NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE Yvonne Johnson  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 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,  EXX. is not required; is attached; or has been requested.  DATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  ATF Records Officer  9. GRS OR 10. ACTION	REQUEST FOR RECORDS DISPOSIT	ION AUTHORITY	AVE BLANK (NARA use only) JOB NUMBER	
O NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408  1. FROM (Agency or establishment) Bureau of Alcohol. 1. Tobacco and Firearms  2. MAJOR SUBDIVISION Office of Management 3. MINOR SUBDIVISION Financial Management Division, Travel & Relocation Br. 4. NAME OF PERSON WITH WHOM TO CONFER   5 TELEPHONE Young Johnson  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,  2. is not required; is attached; or has been requested.  DATE 17. SIGNATURE OF AGENCY REPRESENTATIVE 17. ATTREE OF THE WASHINGTON OF ITEM AND PROPOSED DISPOSITION  1. ATTREE OF THE WASHINGTON OF ITEM AND PROPOSED DISPOSITION  1. ATTREE OF THE WASHINGTON OF ITEM AND PROPOSED DISPOSITION  2. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  3. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  3. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  4. ATTREE OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  3. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  4. ATTREE OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  4. ATTREE OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  5. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  5. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  5. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  5. GROSS OF TAKEN IN A WASHINGTON OF ITEM AND PROPOSED DISPOSITION  6. AGENCY CERTIFICATION  6. AGENCY CERTIFICATI				
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Bureau of Alcohol, Tobacco and Firearms  In accordance with the provisions of 44 U.S.C. 3303s the disposition request, including amendments is approved except incompany of the provision of the providence of the provision of the provision of the provision of the	WASHINGTON, DC 20408	7/12/02		
2. MAJOR SUBDIVISION Office of Management 3. MINOR SUBDIVISION Pinancial Management Division, Travel & Relocation Br 4 NAME OF PERSON WITH WHOM TO CONFER IS TELEPHONE Yvonne Johnson 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 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,    XX   is not required;		NOTIFICATIÓN TO AGENCY		
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3. MINOR SUBDIVISION  Financial Management Division, Travel & Relocation Br  A NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  Yvonne Johnson  927-7776  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.    XX   is not required;		U.S.C. 3303a the disposition request		
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ANAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  Yvonne Johnson  927-7776  6. AGENCY CERTIFICATION  1 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,    XX   is not required;   is attached; or   has been requested.    DATE   SIGNATURE OF AGENCY REPRESENTATIVE   TITLE     ATF Records Officer    10 - 17 - 10 - 10 - 10 - 10 - 10 - 10 -		not approved" or "withdrawn" in column 10		
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DATE 7/8/02 SIGNATURE OF AGENCY REPRESENTATIVE ATF Records Officer  THEM SIDESCRIPTION OF ITEM AND PROPOSED DISPOSITION  1. ATF RCS 101, item 18. Service Agreement for Employees Being Transferred  1. ATF RCS 101, item 18. Service Agreement for Employees Being Transferred	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,			
7/8/02   Congruine White   ATF Records Officer    17EM   8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   SUPERSEDED JOB CITATION   TAKEN (NARW USE ONLY)    1 ATF RCS 101, item 18. Service Agreement for Employees   Being Transferred   Being Tran	<u> </u>		•	
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NO.  ATF RCS 101, item 18. Service Agreement for Employees Being Transferred  TAKEN (NARA USE ONLY)	1.12 xueque Whi	ATI	F Records Officer	
ATF RCS 101, item 18. Service Agreement for Employees Being Transferred	ITEM 8. DESCRIPTION OF ITEM AND PRO	DPOSED DISPOSITION	SUPERSEDED TAKEN (NARA	

Office of Management Financial Management Division Travel and Relocation Branch

ATF RCS 101, item 18. <u>Service Agreement for Employees Being Transferred</u>. 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.