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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | AVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>N1-436-02-02</i> | |
| 1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms | | DATE RECEIVED <i>7/12/02</i> | |
| 2. MAJOR SUBDIVISION Office of Management | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Financial Management Division, Travel & Relocation Br. | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>7/8/02</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jacqueline White</i> | TITLE 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|---|-----------------------------------|----------------------------------|
| 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.