

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, Firearms and Explosives	
2. MAJOR SUBDIVISION Office of Management	
3. MINOR SUBDIVISION Space Management Branch	
4. NAME OF PERSON WITH WHOM TO CONFER Michelle Thomas	5. TELEPHONE 202-927-5721

SAVE BLANK (NARA use only)	
JOB NUMBER N1-436-03-1	DATE RECEIVED 6/2/03
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6/23/03	ARCHIVIST OF THE UNITED STATES Howard Rowen

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 5/28/03	SIGNATURE OF AGENCY REPRESENTATIVE Jackie White	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 GRS OR SUPERSEDED JOB CITATION	10.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 22, Space Management System (SMS). See attached pages.		

84 copies sent to Agency, NR

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
Administrative Programs Division
The Space Management Branch

ATF RCS 101, Item 22, Space Management System (SMS).

~~a. Master File. This system provides the tools for tracking space and alteration projects, measuring costs, reconciling rent and projecting future rent costs. The system stores information on all the locations occupied by ATF including building addresses, lease specifications, budgets, space and alteration projects, requisition and reimbursable work authorizations, and current and future rent costs.~~

~~DISPOSITION. Records are scheduled under GRS 11, item 2a.~~

GRS

b. Inputs (Paper Records). Forms requesting space and other services (ATF F 1834.1 and SF 81).

Supersedes GRS 11, Item 2b(1)

TMT
6/5/03

DISPOSITION. DESTROY 2 YEARS AFTER TERMINATION OF ASSIGNMENT, WHEN PROJECT IS COMPLETED, WHEN LEASE IS CANCELED, OR WHEN PLANS ARE SUPERSEDED OR OBSOLETE.

~~c. Outputs (Paper Records). Random reports used by management that are printed by budget account, location, or organization code.~~

~~DISPOSITION. Records are scheduled under GRS 11, item 2a.~~

GRS

~~d. Electronic Mail and Word Processing System Copies. 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.~~

*Covered by
GRS 11, Item 6*

~~(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.~~

TMT
6/5/03

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.