

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 Asset Forfeiture and Seized Property Branch	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Yvonne A. Johnson	202-927-7776

VE BLANK (NARA use only)	
JOB NUMBER NI-436-03-3	
DATE RECEIVED 6/18/03	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-18-04	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 ___ 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 6/12/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jackie 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	ATF RCS 101, Item 97, Forfeited Asset Tracking System (FASTRAK) System. See attached narrative.		

cc Agency, NR, NWMD, NWMW, NWET

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Management
Asset Forfeiture and Seized Property Branch

ATF RCS 101, Item 97, Forfeited Asset Tracking System (FASTRAK) System.

a. Master File. These records contain data necessary to track seized and forfeited property by ATF special agents, and to assure that uniform and accurate forfeiture procedures are followed by all ATF employees.

DISPOSITION. DESTROY 75 YEARS AFTER CASE IS CLOSED, OR WHEN NO LONGER NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.

~~b. Input Records. Property appraisal and investigative reports.~~

~~DISPOSITION. These reports are filed in the investigative file and are scheduled under ATF RCS 201, item 21.~~

*Previously
approved.
TT*

c. Output Records. Various statistical, investigative and financial reports are generated for in-house and public use.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.

d. System Documentation. Paper copy of users manual.

DISPOSITION. DESTROY WHEN SYSTEM IS OBSOLETE OR SUPERSEDED.

e. 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.

Bureau of Alcohol, Tobacco, Firearms and Explosives
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(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.