

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 Firearms, Explosives and Arson

3. MINOR SUBDIVISION
 Firearms Programs Division

4. NAME OF PERSON WITH WHOM TO CONFER
 Yvonne Johnson

5. TELEPHONE
 202-927-7776

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER
 NI-436-03-4

DATE RECEIVED
 6/23/03

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 12-22-03

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 3 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 6/18/03	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 GRS OR SUPERSEDED JOB CITATION	10.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 144, Relief of Disabilities (ROD) System. (See attached narrative)		

2 copy sent to Agency, 1 NR

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Firearms, Explosives and Arson
Firearms Programs Division

The Firearms Programs Division oversees the Bureau's efforts to deny criminals access to firearms, regulate the industry, and remove violent offenders from our communities. It also provides technological support to field offices and members of the regulated industry.

ATF RCS 101, Item 144. Relief of Disabilities (ROD) System.

a. Master File. The ROD supports the entry and tracking of forms 3210.1 for restoration of Federal firearms and/or explosives privileges submitted by individuals with disabilities as outlined in the Gun Control Act of 1968 (i.e., chapter 44 of Title 18 U.S.C.) or as outlined in the Federal explosives laws (i.e., chapter 40 of Title 18 U.S.C.).

DISPOSITION. DELETE 5 YEARS AFTER THE DATE OF DECISION, OR WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES, WHICHEVER IS LATER.

~~b. Inputs (paper records). These files consist of ATF F 3210.1, Application for Restoration of Firearms or Explosives Privileges, ATF F 3270.2, Report of Investigation, and form letters granting or denying the applicant firearms or explosives privileges.~~

~~DISPOSITION. These records are filed in the investigative file and are scheduled under ATF RCS 101, item 101. (TRANSFER GRANTED AND DENIED CASES TO THE FEDERAL RECORDS CENTER 5 YEARS AFTER THE DATE OF DECISION. DESTROY 20 YEARS AFTER THE DATE OF DECISION.)~~

c. Outputs (Paper Records). Copies of 85 different form letters to firearms and explosives applicants regarding the status of their applications for restoration of Federal firearms/explosives privileges.

Bureau of Alcohol, Tobacco, Firearms and Explosives
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Firearms Programs Division

DISPOSITION. DESTROY WHEN 3 YEARS OLD, OR WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS, WHICHEVER IS EARLIER.

d. System Documentation. Paper copy of users manual.

DISPOSITION. DESTROY WHEN SUPERSEDED OR OBSOLETE.

e. Electronic Mail and Word Processing System Copies.

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 or 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.