

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 Training and Professional Development

3. MINOR SUBDIVISION
 Career Development Division

4. NAME OF PERSON WITH WHOM TO CONFER
 Michelle Thomas

5. TELEPHONE
 202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-436-04-3

DATE RECEIVED
 Sept 28, 2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
 1-3-05

ARCHIVIST OF THE UNITED STATES
John W. Paul

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
 9-20-04

SIGNATURE OF AGENCY REPRESENTATIVE
Jackie White

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	ATF RCS 101, item 99-1, Training Wizard 2001 (TW01) (See attached narrative)		

Agency, NR, NWMWA

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Training and Professional Development
Career Development Division

ATF RCS 101, item 99-1, Training Wizard 2001 (TW01) . TW01 is an ATF training database used to collect, retain and track data related to all training activities such as: training records, class schedules, employment status, addresses for all ATF employees and anyone subject to be trained by ATF.

a. Master File.

DISPOSITION. TEMPORARY. DELETE AFTER TERMINATION OF EMPLOYMENT WITH AGENCY.

b. Input Records. Personnel data is entered manually bi-weekly from the National Finance Center (NFC) data file.

DISPOSITION. TEMPORARY. DESTROY/DELETE AFTER INPUT AND VERIFICATION IN TRAINING WIZARD.

c. Output Records. Management, enrollment reports are generated from the system on a daily basis, both narrative and statistical.

DISPOSITION. TEMPORARY. DESTROY WHEN 3 YEARS OLD.

d. System Documentation . User's manual in paper, kept in Information Services Division (ISD).

Temporary.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.

e. Electronic Mail and Word Processing System Copies . Records created and received on electronic mail and word processing systems, and used to generate a record keeping copy. Also, includes electronic records maintained for updating, revision or dissemination.

- (1) Records that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the record keeping 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.