

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

1. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

2. FROM (Agency or establishment)

Bureau of Alcohol, Tobacco, Firearms and Explosives  
3. MAJOR SUBDIVISION

Office of Field Operations

4. MINOR SUBDIVISION

Investigations Division, Polygraph Branch

6. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Yvonne Johnson

927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-436-05-2

DATE RECEIVED

November 30, 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6/11/2005 ARCHIVIST OF THE UNITED STATES

11/5/2005

Howard Lowell

## 5. 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

11-17-04

SIGNATURE OF AGENCY REPRESENTATIVE

Joelie 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 GRS OR SUPERSEDED JOB CITATION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)

1 ATF RCS 101, Item 230, Polygraph Records.  
(See attached narrative)

N1-436-02-1,  
Item b

Agency NR NWMW etc

Office of Field Operations  
Special Operations Division  
Polygraph Branch

Polygraph Branch – The Polygraph Branch provides support of law enforcement through operational program development, management direction, and resource coordination. The Branch reviews and evaluates all polygraph assistance requests from the field for relevance, suitability, and legal and technical requirements. It also executes a continuous quality control review, evaluates polygraph tests, and prepares reports and recommendations regarding testing procedures.

2. ATF RCS 101, Item 230, Polygraph Records.

(N1-436-02-1)  
Item 6

TT - with confirmation  
from agency. See 11/30/04  
e-mail

b. These are polygraph records related to ATF pre-employment/applicant screening examinations. They include:

(1) Paper Records. Advice of Rights and Waiver (ATF F 3200.4), Statement of Consent for Polygraph Examination (ATF F 3261.1), Applicant Biographic Information form, polygraph examiner pre- and post- test notes, polygraph examination question lists, question definitions, polygraph examiner score sheets, quality control report, polygraph examination result and fact sheets, polygraph charts, and supplemental statements of applicants.

(2) Audio cassette tape of examination and electronic copy of polygraph charts.

CUTOFF AT END OF CALENDAR YEAR. DESTROY 5 YEARS AFTER CUTOFF.

~~c. 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.~~

~~(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  
approval not  
required. Previously  
approved under  
Job No N1-436-02  
1

~~TEMPORARY. DESTROY/DELETE AFTER RECORDKEEPING COPY IS GENERATED AND PLACED IN A RECORDKEEPING SYSTEM.~~

Office of Field Operations  
Special Operations Division  
Polygraph Branch

~~(2) Records used for dissemination, revision, or updating.~~

~~TEMPORARY. DESTROY/DELETE WHEN DISSEMINATION, REVISION,  
OR UPDATING IS COMPLETE.~~