

# 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 Professional Responsibility and Sec. Ops.

4. MINOR SUBDIVISION

Investigation Division, Polygraph Bran

6. NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Yvonne Johnson

927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-436-05-3

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5/19/05

ARCHIVIST OF THE UNITED STATES

Allen Warrick

## 3. 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

11-22-04

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 GRS OR SUPERSEDED JOB CITATION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)

1

ATF RCS 101, Item 65, Incident Reports Files Containing Information or Allegations.  
(See attached narrative)

GRS 22, Item 1a

cc Agency NA DWMWA DWCTC

Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Inspection  
Investigations Division

GRS 22, Item 1a

Investigations Division – The Investigations Division reviews all complaints and allegations involving ATF personnel to determine if an investigation is warranted. Every effort is made to investigate these allegations in a timely manner in order to resolve issues that impact upon ATF and its employees.

1. ATF RCS 101, Item 65, Incident Reports Files Containing Information or Allegations. These files contain information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files which may prove useful in Inspector General investigations.

TRANSFER TO WASHINGTON NATIONAL RECORDS CENTER  
ONE YEAR AFTER CLOSING. DESTROY 5 YEARS AFTER  
CLOSING.

2. Electronic Mail and Word Processing System Copies. Electronic copies of records created on electronic mail and word processing or other electronic systems and used solely to generate a recordkeeping copy of the records covered by the other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing and other electronic systems that are maintained for updating, revision, or dissemination.

Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Inspection  
Investigations Division

ATF RCS 101, Item 65 (Continued)

a. Copies having no further administrative value after the recordkeeping copy has been produced – including copies maintained by individuals in personal files, personal electronic files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. DESTROY/DELETE WITHIN 180 DAYS  
AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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