

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
 Acquisition & Property Management Division

4 NAME OF PERSON WITH WHOM TO CONFER | **5 TELEPHONE**
 Michelle Thomas | 202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI - 436 - 06 - 1

DATE RECEIVED
 April 24, 2006

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 | **ARCHIVIST OF THE UNITED STATES**
 9/20/06 | *Alle Brent*

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 | **SIGNATURE OF AGENCY REPRESENTATIVE** | **TITLE**
 4/17/06 | *Joelle White* | **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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Sunflower System (SS) (See attached) and Property Plus System (PPLUS)		

in Agency, NR, NWMD, NDMWA, NWCTC

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Management
Acquisition & Property Management Division

- A. Sunflower System (SS) is the Bureau's automated property management system; this system superseded Property Plus (PPLUS) in 2004. Sunflower has 5 basic business functions: Acquisitions of assets – The process of bringing assets into the system when they are purchased; Transfer of assets – The movement of an asset from one location or responsibility to another; Maintenance of assets – Upkeep and service of ATF property; Inventory of assets – Physical inventory of assets; Disposal of assets – Final disposition of assets at the end of their useful life. SS also maintains motor vehicle utilization data and records proceeds generated from the excess vehicles.
1. Master File. These records contain ATF employees/users names, location of property by financial project code (FPC), firearms, vehicles, etc. The data in this system is dated from 1972 – present.

DISPOSITION. TEMPORARY. DELETE WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.
 2. Input Records (Paper Records). Information inputted into the system comes from the following forms: ATF F 1851.1, Property Transfer Record, ATF F 1851.7 Receiving Report, ATF F 1851.4 Property Issue Receipt, and ATF F 1854.1 Declaration of Excess Property, GSA form A1850.10 Report of Survey, ATF F 3400.30 Report of Destruction and SF 120 Transfer Order Excess Personal Property. (See GRS 4b, GRS Items 1 and 2)

DISPOSITION. TEMPORARY. DESTROY 3 YEARS AFTER DIGITAL IMAGE HAS BEEN CREATED AND VERIFIED.
 3. Output Records. Inventory reports with property data such as: location, cost, make, model, serial number, the reports are statistical and narrative.

DISPOSITION. TEMPORARY. DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.
 4. System Documentation. User's manuals are on the Polytron Version Control System (PCVS), in Information Services Division (ISD), hardcopies and CD's are in Acquisition & Property Management Division (APMD).

DISPOSITION. DESTROY/DELETE WHEN SUPERCEDED OR OBSOLETE OR 6 MONTHS AFTER TRANSFER TO SUCCESSOR SYSTEM AND VERIFICATION.
 5. 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
 - a. Records that have no further administrative value after the record keeping copy are 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.

b. Records used for dissemination, revision, or updating.

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

B. Property Plus Tracking System

1. Master File. These records contain ATF employees/users names, location of property by financial project code (FPC), firearms, vehicles, etc. The data in this system is dated from 1972 - 2004.

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DISPOSITION. TEMPORARY. DELETE 6 MONTHS AFTER TRANSFER INTO SUCCESSOR SYSTEM AND VERIFICATION OR WHEN NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.

2. Input Records. Information inputted into the system comes from the following forms: ATF F 1851.1, Property Transfer Record, ATF F 1851.7 Receiving Report, ATF F 1851.4 Property Issue Receipt, and ATF F 1854.1 Declaration of Excess Property, GSA form a1850.10 Report of Survey, ATF F 3400.30 Report of Destruction and SF 120 Transfer Order Excess Personal Property. (See GRS 4b, GRS Items 1 and 2)

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DISPOSITION. TEMPORARY. DESTROY 3 YEARS AFTER DIGITAL IMAGE HAS BEEN CREATED AND VERIFIED.

3. Output Records. Inventory reports with property data such as: location, cost, make, model, serial number, the reports are statistical and narrative.

⑨

DISPOSITION. TEMPORARY. DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

4. System Documentation. User's manuals are on the Polytron Version Control System (PCVS), kept in Information Services Division (ISD), hardcopies are kept in Acquisition & Property Management Division (APMD).

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DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.

5. 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.

a. Records that have no further administrative value after the record keeping copy are 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.

(11)

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

b. Records used for dissemination, revision, or updating.

(12)

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