

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)

~~Bureau of Alcohol, Tobacco, Firearms and Explosives~~
MAJOR SUBDIVISION

~~Office of Strategic Intelligence and Information~~
MINOR SUBDIVISION

United States Bomb Data Center

NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Michelle Thomas

202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-436-072

DATE RECEIVED

7/26/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

2007 Jul 26 

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

JUL 19 2007

Jarvis 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Bomb Arson Tracking System (BATS)(see attached) Privacy Act and part of Justice/ATF system of records .003, .008 and.009.		

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Strategic Intelligence and Information
United States Bomb Data Center

Bomb Arson Tracking System (BATS)

Description of system: BATS is an incident reporting system that provides access to data on bombings, arson and the criminal misuse of explosives. The system tracks, national arson and explosives investigations reported to or investigated by ATF and has the ability to gather, retrieve, report and archive incident investigation information throughout the United States.

a. Master File. BATS contain arson and explosives incident information, explosives and incendiary devices, names, vehicles and locations.

(1) Records dated 2004 – 2005

PERMANENT TRANSFER A COPY ALONG WITH A PUBLIC USE VERSION TO THE NATIONAL ARCHIVES IMMEDIATELY, IN ACCORDANCE WITH 36 CFR 1228 270

(2) Records dated 2006 to present, and continuing

PERMANENT TRANSFER EVERY 5 YEARS TO THE NATIONAL ARCHIVES A COPY ALONG WITH A PUBLIC USE VERSION THAT FULLY SUPERSEDES THE PREVIOUS ACCESSION, IN ACCORDANCE WITH 36 CFR 1228 270 (I.E., RECORDS DATED 2006 TO 2011 ARE TRANSFERRED IN 2012 RECORDS DATED 2011 TO 2016 ARE TRANSFERRED IN 2017, AND SO ON)

b. Back-up copies of master file. Backup copies of the Master File are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data.

DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICHEVER IS LATER (GRS 24, Item 4a (2))

c. Input Records. (paper) Bomb squad incident reports received from Federal, State and local law enforcement offices.

TRANSFER TO THE FIELD DIVISION FOR INCLUSION IN THE FIELD DIVISION FILE 5 YEARS AFTER INVESTIGATION IS CLOSED (ATF 201, item 44)

File Instruction

d. Output Records. Incident (explosive/arson), investigative and activities reports and statistical data on bombs, arson and explosive are randomly queried by users ~~GRS~~

DESTROY WHEN THE AGENCY NO LONGER NEEDS FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES, WHICHEVER IS LATER (GRS 20, Item 6)

e. System Documentation. System security plan, risk assessment, contingency plan, user's guide, profile document, minimum security requirements, Coop development guide, business continuity plan, etc.

PERMANENT TRANSFER A COPY OF THE DOCUMENTATION WITH THE FILE TO NARA TRANSFER UPDATES AND CHANGES WITH SUBSEQUENT TRANSFER OF THE FILE

GRS 20 | 11