

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 Science and Technology

3. MINOR SUBDIVISION
Information Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Michelle Thomas

5. TELEPHONE
202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-436-07-4

DATE RECEIVED
8/10/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8/28/07

ARCHIVIST OF THE UNITED STATES
[Signature]

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 1 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
8/6/2007

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

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 GRS OR SUPERSEDED JOB CITATION	10.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	Mercury Flashline Governanee System (MFGS) (see attached)		

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Science and Technology
Information Services Division

Mercury Flashline Governance System (MFGS)

Description of System: MFGS evaluates the impact of assigning greater or lesser value to certain IT projects with the ability to identify and track risks and risk mitigation; produces a variety of reports and views indicating the health and status of IT initiatives, projects, and applications at both component and enterprise level and; fully automates the process and metrics management of ATF's Capital Planning and Investment Control (CPIC). Records are dated 2005-Present.

a. Master File. These records contain Business requirements, ATF IT investments; IT projects and programs; Systems inventory; projects cost; project and program budgets; project earned value data (costs and schedule variances); application portfolios and a variety of reports and ATF personnel associated with the projects.

DELETE WHEN 7 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE,
WHICHEVER IS LATER.

b. Back-up copies. Backup copies of the master file are created daily on to the command center server and 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. Source documents and justification materials are generated via electronic files on a daily basis.

DESTROY 7 YEARS AFTER INFORMATION HAS BEEN CONVERTED TO
AN ELECTRONIC MEDIUM AND VERIFIED OR WHEN NO LONGER
NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.

d. Output Records. Statistical and narrative financial and status reports; workflow, bubble and bar charts are provided to management on an as needed basis.

DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

e. System Documentation. User manuals; contingency plans; risk assessments; security plans and system layouts in both paper and electronic formats.

DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON
AUTHORIZED DELETION OF THE RELATED MASTER FILE OR
DATABASE. (GRS 20, Item 11a)