INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-436-07-005

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)
Agency concurred in this supersession by email, 9/22/2021.

Date Reported: 09/23/2021
LEAVE BLANK (NARA use only)

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
   Financial Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
   Michelle Thomas

5 TELEPHONE
   202-927-5721

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
   8/6/2007

SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

TITLE
   Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   1 FMD FB Imaging System (FMD?FB) (see attached)

   Privacy Act and Justice/system of records/DOJ-001

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Management  
Financial Management Division

**FMD FB Imaging System (FMDFB)**

**Description of system:** FMDFB provides digital imaging, workflow and case folder capabilities, used to develop an image capture to retrieval system that allows access to financial records electronically. Records are dated 2001 – Present.

DELETE 6 YEARS AND 3 MONTHS OLD OR NO LONGER NEEDED FOR LEGAL OR AUDIT PURPOSES, WHICHERVER IS LATER

**b. Back-up copies.** Backup copies 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, WHICHERVER IS LATER (GRS 24, Item 4a (2))

**c. Input Records** (paper). Data is received from commercial invoices, payments and travel reimbursements.

DESTROY AFTER INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED OR WHEN NO LONGER NEEDED FOR AUDIT PURPOSES, WHICHERVER IS LATER (GRS 20, Item 2a(4))

**d. Output Records.** Indexed imaged files.

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


DESTROY WHEN SUPERSEDED OR OBSELETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE (GRS 20, Item 11a(1))