

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-436-07-5	DATE RECEIVED 8/10/07
1 FROM (Agency or establishment) Bureau of Alcohol, Tobacco, Firearms and Explosives		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Management			
3 MINOR SUBDIVISION Financial Management Division		DATE 10-30-09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas
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 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 <i>Charles J. ...</i>	TITLE ATF Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	FMD FB Imaging System (FMDFB) (see attached) Privacy Act and Justice/system of records DOJ-001		

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Management
Financial Management Division

d. Master File.

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, WHICHEVER 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, WHICHEVER 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, WHICHEVER 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, WHICHEVER IS LATER (GRS 20, Item 6)

e. ~~System Documentation~~ (paper). User's manual.

DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE (GRS 20, ~~Item 11a~~)

Item 11a(1)