

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

0 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Bureau of Alcohol, Tobacco, Firearms and Explosives

2 MAJOR SUBDIVISION

Office of Enforcement Program and Services

3 MINOR SUBDIVISION

Firearms Programs Division

4 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Michelle Thomas

202-648-7527

LEAVE BLANK (NARA use only)

JOB NUMBER 436

NI-564-08-1

DATE RECEIVED

11/21/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

11/27/08

ARCHIVIST OF THE UNITED STATES

Albe W. Santa

3 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

11/14/07

SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten 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9 GRS OR SUPERSEDED JOB CITATION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 Automated Commercial System (ACS)
(see attached)

10 3/7/08 Copies sent to agency & DOWM

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Enforcement Programs and Services
Firearms Programs Division

Automated Commercial System (ACS)

Description of system: ACS is a data loading system used to load data collected on a Customs form from the United States Customs Service. ACS is used by ATF to monitor the entry of listed products into the U.S. ACS develops, documents, and prosecutes cases related to fraudulent imports and trafficking of alcohol, tobacco, firearms and explosives. Records are dated 1991 – Present.

a. Master File. US Customs provides data of importations of commercial goods from importers. Information retained on the reports is importer name; tax ID, type of commodity, and date of entry and country of origin

DELETE WHEN 10 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.

~~**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. Information is updated on a daily basis.~~

~~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. Output Records. Statistical reports are generated on and as needed basis.

DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR NO LONGER NEEDED FOR AGENCY USE.

~~**d. System Documentation.** User's manual.~~

~~DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE.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