

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA Use Only)</b>	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <b>NI-436-08-3</b>	
1. From: (Agency or establishment) <b>Bureau of Alcohol, Tobacco, Firearms, &amp; Explosives</b>		Date Received <b>3/13/08</b>	
2. Major Subdivision <b>Office of Science and Technology</b>		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision <b>Laboratory Services Division</b>			
4. Name of Person with whom to confer <b>Michelle Thomas</b>	5. Telephone (include area code) <b>202-648-7527</b>	Date <b>3/10/08</b>	Archivist of the United States <i>[Signature]</i>

**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 2 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       has been requested

Signature of Agency Representative <i>Michelle Thomas</i>	Title <b>ATF Records Officer</b>	Date (mm/dd/yyyy) <b>3/10/08</b>
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	<b>Explosives Catalog System (ECS)</b>		

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

**Explosives Catalog System (ECS)**

**Description of System:** ECS stores and retrieves formulations and identifying information on various explosives products and smokeless powders. ECS is solely used to assist ATF forensic chemists in identifying evidentiary exemplars and debris. Records are dated 1970-Present.

**a. Master File.** These records contain identifying information on explosives, smokeless powders and similar products. This includes manufacturers and their proprietary formulations as well as identifying physical and chemical information generated by ATF analysts.

DELETE WHEN 50 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.** The information inputted into the system is from requests for information to manufacturers of explosives; smokeless powder and similar products as well as information generated by ATF analysts and improvised products.

DESTROY 10 YEARS AFTER INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED OR WHEN NO LONGER NEEDED FOR LEGAL OR AUDIT PURPOSES, WHICHEVER IS LATER.

**d. Output Records.** Statistical and narrative reports are generated as needed.

DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

**e. System Documentation.** User's manual in both paper and electronic format.

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