

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, & Explosives

2 Major Subdivision
Office of Chief Counsel

3 Minor Subdivision

4 Name of Person with whom to confer
Michelle Thomas

5 Telephone (include area code)
202-648-7527

Leave Blank (NARA Use Only)

Job Number
NI-436-08-7

Date Received
3/13/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
3/10/08

Archivist of the United States

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 has been requested

Signature of Agency Representative

Title

ATF Records Officer

Date (mm/dd/yyyy)

3/10/08

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Giglio		

At 8/14/08 copies sent to Agcy, NARA, NR

Giglio

Description of system: Giglio is used to assist with criminal prosecutions and stores potential impeachment information regarding an ATF employee's history of truthfulness, misconduct, or criminal acts prior to testifying. Giglio manages all requests and tracks the progress of a particular case and the response provided to the United States Attorney.

a. Master file. Records are dated 1997 to present. Information related to an employee including name, title and the criminal prosecution in which they have been called as a witness.

DELETE DATA WHEN 20 YEARS OLD OR WHEN EMPLOYEE RETIRES OR LEAVES THE BUREAU, 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.~~

~~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). Names of defendants, ATF personnel and case identification and letters from various United States Attorney offices requesting a Giglio check are inputted into the system on a daily basis.

DESTROY WHEN 20 YEARS OLD OR WHEN EMPLOYEE RETIRES OR LEAVES THE BUREAU, WHICHEVER IS LATER.

~~**d. Output Records.** Judicial districts reports are generated on an as needed basis.~~

~~DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR AGENCY USE, WHICHEVER IS LATER. (GRS 20, Item 6)~~

~~**e. System Documentation.** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, etc related to a master file or database.~~

~~DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE.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