

# 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-436-08-13*

1 From (Agency or establishment)

**Bureau of Alcohol, Tobacco, Firearms, & Explosives**

Date Received

*3/20/08*

2 Major Subdivision

**Office of Management**

3 Minor Subdivision

**Recruitment and Hiring Center**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

**Michelle Thomas**

5 Telephone (include area code)

**202-648-7527**

Date

*4/12/08*

Archivist of the United States

*[Signature]*

### 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

*Michelle Thomas*

Title

**ATF Records Officer**

Date (mm/dd/yyyy)

**3/18/08**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<b>Applicant Tracking System (APTRAK)</b>  Privacy Act: Justice/ATF system of records .007.		

*At 9/25/08 copies sent to Agency, NWM, NR*

Attachment A

Bureau of Alcohol, Tobacco, Firearms and Explosives

Bureau of Alcohol, Tobacco, Firearms and Explosive  
Office of Management  
Administrative Programs Division

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
a.	<p><b>Applicant Tracking System (APTRAK)</b></p> <p>APTRAK tracks all new hires for Special Agents and Industry Operations Investigators while they are going through the hiring process.</p> <p><b>Master File.</b> Records are dated 2001 to Present. APTRAK retains job notices, dates of birth, social security numbers, addresses, telephone numbers, RNO data, medical records, polygraph tests, drug tests, background completion dates are also tracked within APTRAK.</p> <p>DELETE WHEN NO LONGER NEEDED FOR LEGAL OR AUDIT PURPOSES. <del>{Per: Civil Action 90-2841-RCL, Section C-1a}</del></p>	New	
b.	<p><del><b>Back-up copies of master file.</b> Back-up copies are created daily onto the command center server and used for potential system failure, in the event of system failure, or other unintentional loss of data.</del></p> <p><del>DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICH EVER IS LATER.</del></p>	GRS 24, Item 4a (2)	
c.	<p><b>Input records (paper).</b> OF 612's and resumes.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR LEGAL OR AUDIT PURPOSES. <del>{Per: Civil Action 90-2841-RCL, Section C-1a}</del></p>	New	
d.	<p><b>Output Records</b> System generates statistical reports on as as-needed basis.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES</p>	New	
e.	<p><del><b>System Documentation.</b> Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, etc., are related to a master file or database</del></p> <p><del>DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE.</del></p>	GRS 20, Item 11a	