

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 Enforcement Programs and Services

3 Minor Subdivision
National Tracing Center Division

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-436-08-15

Date Received
3/20/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
9/10/08

Archivist of the United States
Mark W. ...

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 4 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**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>eTrace</p> <p>Privacy Act: Justice/ATF system of records .003, .008 and .009.</p>		

SA 9/25/08 copies sent to Agency, NARA, NR

ATTACHMENT A			
<u>Bureau of Alcohol, Tobacco, Firearms and Explosives</u>			
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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)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>eTrace</p> <p>eTrace is an Internet based firearm trace submission and analysis module that allows approved law enforcement users with an electronic interface to submit, retrieve and query firearm trace related data that is stored in the Firearms Tracing System (FTS). eTrace provides a secure exchange of firearm trace related information between the law enforcement user community and the ATFE, National Tracing Center.</p> <p>Master File. Records are dated 1994 to Present. eTrace contains data relative to User Registrations, User Profiles, and several reference tables that are maintained by eTrace users.</p> <p>CLOSE DATA UPON COMPLETION OF TRACE REQUEST. DELETE CLOSED DATA WHEN 5 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.</p>	New	
b.	<p>Back-up copies of master file. Back-up copies are created daily, weekly and monthly and are used for potential system failure, in the event of system failure, or other unintentional loss of data.</p> <p>DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICH EVER IS LATER.</p>	GRS 24, Item 4a (2)	
c.	<p>Input records (paper). ATF 3312.1 Firearm Trace Request (ATF RCS 101, item 104), police incident reports, property records, case management systems, etc.</p> <p>DESTROY 1 YEAR AFTER DATE OF TRACE REQUEST AND INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED.</p>	New	
d.	<p>Output Records. Various statistical reports, ledgers and registers are generated to include: number of traces by year and status, top firearms traces, crimes reported with traced firearms, and source dealers of traced firearms, time to crime rates for traced firearms, and age of possessors of traced firearms.</p> <p>DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER</p>	New	

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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
e.	<p>System Documentation. Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, etc., are related to a master file or database</p> <p>DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE.</p>	GRS 20, Item 11a	