

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-436-09-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/21/09	
1. FROM (Agency or establishment) Alcohol, Tobacco, Firearms, and Explosives		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION Office of Science and Technology			
3. MINOR SUBDIVISION Laboratory Services			
4. NAME OF PERSON WITH WHOM TO CONFER Michael O'neil	5. TELEPHONE NUMBER 202-648-7175	DATE 9/21/09	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 _____ page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 9/17/09	SIGNATURE OF AGENCY REPRESENTATIVE Acting Head officer		TITLE Mr. Park
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Alcohol, Tobacco, Firearms and Explosives: Integrated Ballistics Imaging System (IBIS)

IBIS is part of the National Integrated Ballistic Imaging System (NIBIN). NIBIN is a national databank of both bullet and cartridge information. NIBIN uses IBIS images to compare bullets and cartridges recovered from a crime scene against other bullets and cartridges recovered from previous crime scenes, in an effort to solve previously unrelated criminal cases. IBIS digitally captures the images of fired bullets and fired cartridge cases from crime scenes, and test fires from recovered firearms.

IBIS captures a computerized image of bullets and cartridge cases that are recovered from crime scenes or are test-fired from firearms recovered by law enforcement officers. By storing these images in a database, they can be compared with images of evidence collected at other crime scenes. Analyzing these images, investigators can link multiple crime scenes, identify patterns of criminal activity, and produce new leads.

Ballistics imaging systems compare marks made on all bullets and/or cartridge cases by the handguns, rifles, and shotguns from which they are fired. Because marks on the bullets or cartridge cases are unique to the firearm that fired them, an exact matching of such marks is accepted in court as proof that the bullets and/or cartridge cases under investigation were fired in a specific gun.

1. Master file

Data consists of digital images of fired bullets and cartridge cases from crime scenes and test fires from recovered firearms. In addition to the digital images, metadata is entered into the system for each corresponding digital image. The metadata consists of, but is not limited to, Originating Agency Identifier (ORI), date entered, event type, and case number.

A. Evidence

Digital images of bullets and cartridges that are collected at crime scenes as evidence.

Disposition: TEMPORARY, Destroy when no longer needed for law enforcement purposes.

B. Test Fires

Digital images of bullets and cartridges collected from fire arm test fires conducted by law enforcement officers. Test fire images are from recovered firearms that are permanently removed from circulation.

Disposition: TEMPORARY, Cut off annually. Move offline 5 years after cut off. Delete 10 years after cutoff or when no longer needed for law enforcement purposes, whichever is sooner.