

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-436-87-1	DATE RECEIVED 10-21-86
1 FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Administrative Programs Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Paperwork & Distribution Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Cheryl Schuler	5 TELEPHONE EXT 566-7077	DATE 5-13-87	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 10/8/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert G. Masarsky	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
RCS 201 Item 83	<p>Claims (Liquors, Tobacco and Firearms). This item includes all claims, regardless of form number; documents filed in support of claims and related inspection or investigation reports, correspondence, notices of adjustment, letters of rejection, and other papers. (NC1-436-77-2)</p> <p>a. Record copies of claims, documents filed in support of claims, related inspection reports, correspondence, notices of adjustment, letters of rejection, and other papers.</p> <p>DESTROY 3 YEARS FROM THE DATE THE RETURN WAS FILED OR 2 YEARS FROM THE DATE THE TAX WAS PAID.</p> <p>b. Duplicated copies of notice of beer and wine removed from the market.</p> <p>DESTROY ON RECEIPT OF INSPECTION REPORT, AFTER AUDIT OF RELATED MONTHLY REPORT, OR ON DETERMINATION THAT SUPERVISION IS NOT REQUIRED, WHICHEVER IS EARLIER.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 2

7. ITEM NO.	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
RCS 201 Item 83	<p>c. Duplicate copies of notices of cigars, cigarettes, or cigarette papers and tubes removed from the market.</p> <p>DESTROY AFTER COMPARISON WITH CERTIFIED COPY ACCOMPANYING THE CLAIM.</p>		