
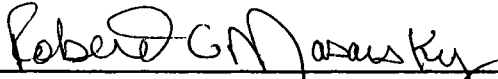


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-436-88-4	DATE RECEIVED 9/30/88
1 FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Law Enforcement (LE)		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 LE Headquarters/LE District Office/LE Post of Duty			
4 NAME OF PERSON WITH WHOM TO CONFER Cheryl Schuler	5 TELEPHONE EXT 566-7077	DATE 8/22/89	ARCHIVIST OF THE UNITED STATES 
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 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, 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B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
9-23-88		Records Officer		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
RCS 101 Item 111	<u>Quarterly AUO Certification Files.</u> These are records of overtime certification and overtime activity for all field special agents in charge and special agents assigned to HQ. DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH THE FORM IS COMPLETED, AND AFTER THE FORMS ARE AUDITED OR INSPECTED BY BUREAU AND/OR TREASURY. <i>gmr 5/18/89</i>		N1-436-86-2	
RCS 201 Item 22	<u>AUO Quarterly Certification Files.</u> These are files containing special agents' quarterly verification of administratively uncontrollable overtime, ATF F 2550.2 DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH THE FORM IS COMPLETED, AND AFTER THE FORMS ARE AUDITED OR INSPECTED BY BUREAU AND/OR TREASURY. <i>gmr 5/18/89</i>		N1-436-86-2	
RCS 201 Item 43	<u>Special Agent Weekly/Monthly Time and Activity Summary.</u> These are copies of ATF F 3100.6 used to collect information related to the opening, closing, classification, and disposition of investigations as well as an official time and activity, to include administratively uncontrollable overtime (AUO) report. DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH THE FORM IS COMPLETED, AND AFTER THE FORMS ARE AUDITED OR INSPECTED BY BUREAU AND/OR TREASURY. <i>gmr 5/18/89</i>		N1-436-86-2	

*Copy sent to Agency
8/24/89*