
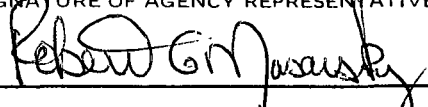


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-436-90-1	DATE RECEIVED 3-15-90
1 FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Compliance Operations (CO)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 CO Headquarters/CO Regional Offices/CO Area Offices			
4 NAME OF PERSON WITH WHOM TO CONFER Larry Gray	5. TELEPHONE EXT. 566-7077	DATE 10/17/90	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 5 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
3/13/90		Records Management Officer

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 101 Item 142	<p><u>Semiannual Statistical Report.</u> 1/1/88 - 1/1/90. These are semiannual reports from regional offices covering the number of establishments authorized to operate. Series no longer accumulating.</p> <p>Destroy Immediately.</p>	NC1-436-80-2	
RCS 101 Item 168	<p><u>Analyst Staff Assignment Files.</u> 1/1/87 - 1/1/90. These files contain Compliance Operations assignments which relate to field activities. Included in the files are studies, recommendations, reports, and related documents, records, and correspondence. Series no longer accumulating.</p> <p>Destroy Immediately.</p>	NC1-436-80-2	
RCS 201 Item 153	<p><u>Analyst Staff Assignment Files.</u> These files contain Compliance Operations assignments which relate to field activities. Included in the files are studies, recommendations, reports, and related documents, records, and correspondence.</p> <p>Destroy 4 Years After Completion of Assignment.</p>		

Copies sent to agency 10/23/90

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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 201 ITEM 75	<p>Unsubdivided Basic Files. These files relate to liquors and tobacco and cover premises (other than distilled spirits plants, breweries, and wineries, for which subdivided files were not warranted). They contain as applicable, all material covered by items 61 through 74.</p> <p>a. <u>FAA basic files and IRC files</u> relating to applications and notices which have been approved, and for permits which have been issued (other than permits covered by b. below)</p> <p>DESTROY 4 YEARS AFTER DISCONTINUANCE OF BUSINESS OR 4 YEARS AFTER ELIMINATION OF REQUIREMENT FOR THE BASIC FILES AS APPLICABLE, OR WHEN ALL OUTSTANDING LIABILITIES ARE ACCOUNTED FOR, WHICHEVER IS LATER.</p> <p>b. <u>Basic files relating to disapproved applications and notices or to permits which have been revoked.</u></p> <p>DESTROY 5 YEARS AFTER APPLICATION IS DISAPPROVED OR PERMIT IS REVOKED, AS APPLICABLE.</p> <p>c. <u>Permits surrendered with prejudice.</u></p> <p>DESTROY 5 YEARS FROM THE DATE OF SURRENDER.</p> <p>d. <u>Permits surrendered without prejudice.</u></p> <p>DESTROY IMMEDIATELY.</p> <p>e. <u>Control copies of part 5 of Form TY-26, ATF F 5020.22 or equivalent. Series no longer accumulating.</u></p> <p>DESTROY IMMEDIATELY.</p>	NC1-436-77-2	
RCS 201 ITEM 77	<p><u>Wholesale Liquor Dealer and Importer Reports.</u> 1/1/87 - 1/1/90. These records include reports of wholesale liquor dealers and importers. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>	NC1-436-77-2	

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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 201 ITEM 86	<p><u>Verification Copies of Voucher and Schedule, Overpayment and Overassessments.</u> These files contain copies of forms received from Internal Revenue Service Centers for comparison with claims; and notices of adjustment of claims. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>	NCl-436-77-2	
RCS 201 Item 96	<p><u>Specially Denatured Spirits Sample Permits.</u> 1/1/88 - 1/1/90. These records relate to users and prospective users of specially denatured spirits. Series no longer accumulating. They include correspondence, applications and permits. Series no longer accumulating.</p> <p>(NOTE: Sample permits for users may be placed in the basic files for such users. If so, the retention period will be that for the file in which the permits are kept).</p> <p>DESTROY IMMEDIATELY.</p>	NCl-436-77-2	
RCS 201 ITEM 111	<p><u>Assessment Index Card.</u> 1/1/86 -1/1/90. These cards are maintained on ATF F 5610.1 and 5610.2 or equivalent forms. They show the names and the addresses of the taxpayers against whom assessment has been made, the amount of the assessments, and the Internal Revenue Service Center's document locator number; and constitute an alphabetical index to persons assessed. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>	NCl-436-77-2	
RCS 201 ITEM 120	<p><u>Special Tax Record.</u> This file contains ATF F 5630.5 Special Tax Registration and Return (other than those covering firearms) and may be used in the verification of claims.</p> <p>DESTROY AFTER VERIFICATION OR WHEN NO LONGER NEEDED FOR CONTROL OR REFERENCES, WHICHEVER IS LATER.</p>	NCl-436-77-2	

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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 201 ITEM 124	<p><u>Special Tax Delinquency Notices and TDI Records and Reports.</u> These are copies of TDI notices, received in regional offices from Internal Revenue Service Centers as notices of delinquency in payment of special tax and processed by regional offices or forwarded to offices of area supervisors for necessary action, copies of ATF F 5700.14 and ATF F 5700.25, Regulatory Information Management System (RIMS) Weekly Activity Report, and records and reports maintained on the TDI program. Series no longer accumulating.</p> <p>a. <u>Resolved TDI's, TYD-14 or IRS F 4869.</u> DESTROY IMMEDIATELY.</p> <p>b. <u>Other records or reports.</u> DESTROY IMMEDIATELY.</p>	NC1-436-77-2	
RCS 201 ITEM 127	<p><u>Establishment Files (Liquor Bottles).</u> These records contain ATF F 4328, Notice of Intent to Manufacture Liquor Bottles and Assignment of Manufacturer's Number, and miscellaneous correspondence. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>	NC1-436-77-2	
RCS 201 ITEM 128	<p><u>SDA Record Cards.</u> These are card records of approved SDA proprietors' formulas and control record cards for rebottlers and reproducers of SD products. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>	NC1-436-77-2	

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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 201 ITEM 175	<p><u>Special Tax Delinquency Notices and TDI Records and Reports.</u> These are copies of TDI notices; IRS TYD-14 or Form 4869, received in regional offices from Internal Revenue Service Centers as notices of delinquency in payment of special tax and processed for regional offices or forwarded to offices of area supervisors for necessary action and records and reports maintained on the TDI program. Series no longer accumulating.</p> <p>a. <u>Resolved TDI's, TYD-14 or Form 4869.</u> DESTROY IMMEDIATELY.</p> <p>b. <u>Other records or reports.</u> DESTROY IMMEDIATELY.</p>	NC1-436-77-2	
RCS 201 ITEM 176	<p><u>Records of Locks, Seals, Gauging Instruments and Gauging Manuals.</u> These files include records of locks, seals, gauging instruments, gauging manuals, etc., requisitions for such property on ATF F 5110.2, Requisitions and Receipt for Gauging Instruments, Locks and Seals, and records of disposition of such property, and part 3 of ATF F 5700.10, Annual Report of Locks and Seals. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p> <p>NOTE: ALL DELETIONS ON THIS SF 115 ARE DUE TO PROGRAM CHANGES THAT DO NOT REQUIRE RECORDS TO BE MAINTAINED.</p>	NC1-436-77-2	