

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NT-436-90-2

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

5/4/90

1. FROM (Agency or establishment)

Bureau of Alcohol, Tobacco and Firearms

2. MAJOR SUBDIVISION

Office of Law Enforcement (LE)

3. MINOR SUBDIVISION

LE Headquarters/LE District Offices/LE Post of Duty

4. NAME OF PERSON WITH WHOM TO CONFER

Melva Wills

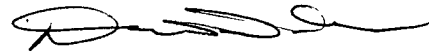
5. TELEPHONE EXT.

566-7077

DATE

4/23/91

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 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, 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                   |
|---------|---------------------------------------|----------------------------|
| 5/3/90  | Robert G Masausky                     | Records Management Officer |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR PERSEDED JOB CITATION | 10. ACTION TAKEN<br>(NARS USE ONLY) |
|-------------|--|---------------------------------|-------------------------------------|
| 1.          | RCS 101, Item 106. <u>Assaults and Threat File</u> . These files consist of correspondence, reports, and related papers, pertaining to killings, woundings, injuries, etc., of special agents, police officers, violators, civilians, etc. during the usual course of enforcement investigations.<br><br>DESTROY 10 YEARS FROM DATE OF CLOSING.  | NC1-436-75-2                    |                                     |
| 2.          | RCS 101, Item 107. <u>Law Enforcement Routine Correspondence File</u> . These files contain correspondence of a routine nature with field Offices, producers, distributors, attorneys, other Government agencies, trade associations, and others.<br><br>DESTROY WHEN 3 YEARS OLD.   | NC1-436-75-2                    |                                     |
| 3.          | RCS 101, Item 110. <u>HQ Initiated/Monitored Criminal Investigations</u> . These files contain reports of investigations, reports recommending prosecution, and related material for investigations relating to Federal Alcohol, tobacco, firearms and explosives statutes. These files are initiated at HQ and assigned a HQ Investigation number.<br><br>TRANSFER TO FEDERAL RECORDS CENTER 5 YEARS AFTER INVESTIGATION IS CLOSED. (THESE RECORDS ARE KEPT IN FISCAL YEAR SEGMENTS.)<br>DESTROY WHEN 20 YEARS OLD. | NC1-436-86-2                    |                                     |

Copies sent to agency, NCF, NN-W, & NT, NAX 4/29/91

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| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION   | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 4.   | <p><del>WITHDRAWN</del><br/>RCS 101, ITEM 114 <u>Firearms Trace Request File</u>. This is a <del>database file containing extracts from ATF F 7520.5,</del> Request for Tracing Firearms.</p> <p><del>PERMANENT.</del></p>   | <p><del>NC1-436-80-2</del></p> <p><del>7520.5,</del></p> <p><del>WITHDRAWN</del></p> | <p>2 OF 4</p>                             |
| 5.   | <p><del>RCS 101, ITEM 118 <u>Firearms Subject and Ruling Files</u>. These files contain documents which describe the administration and application of, and procedural instructions involved in, the entire firearms control program.</del></p> <p><del>DESTROY WHEN 15 YEARS OLD OR WHEN SUPERSEDED. WHICH EVER COMES FIRST</del></p>   | <p><del>NC1-436-75-2</del></p>   |   |
| 6.   | <p>RCS 201, Item 4 <u>Seized Property Control Records</u>. 1/1/86 - 1/1/90 These files contain copies of ATF F 1850.21, Record of Seized Vehicles, Vessels, and Aircraft. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>   | <p>NC1-436-80-3</p>  |   |
| 7.   | <p>RCS 201, Item 16 <u>Agents' Diaries</u>. 1/1/85 - 1/1/90 These are records maintained by special agents to record a breakdown of daily activities by time and date. Series no longer accumulating.</p> <p>DESTROY IMMEDIATELY.</p>  | <p>NC1-436-76-2</p>  |   |
| 8.   | <p>RCS 201, Item 21 <u>Case Files (Investigative Files)</u>. These records are maintained at the district office as a result of investigations of violation of Federal alcohol, tobacco, firearms, explosives, and arson statutes, and other investigations as required by law. These files contain district copies of all documents related to the investigations, including progress reports (i.e., ATF F 3270.2, Report of Investigation), formal case reports, electronic surveillance records, fingerprint cards, property reports, investigative expenditure reports, investigative case summaries, and other records as necessary to maintain files.</p> <p>TRANSFER TO FEDERAL RECORDS CENTER 5 YEARS AFTER INVESTIGATION IS CLOSED. (A CASE IS CLOSED WHEN IT HAS BEEN PROPERLY ADJUDICATED AND/OR THE PROPERTY IS DESTROYED. THESE RECORDS ARE KEPT IN FISCAL YEAR SEGMENTS.) DESTROY WHEN 20 YEARS OLD.</p> | <p>NC1-436-80-3</p>  |   |

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| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
| 9.   | RCS 201, Item 24 <u>Collateral Investigation File</u> .<br>These are investigative records resulting from requests by other ATF offices to conduct collateral investigations.<br><br>DESTROY 1 YEAR FROM THE DATE THE COLLATERAL REPLY IS FORWARDED TO THE REQUESTING OFFICE.  | NC1-436-86-2                               |   |
| 10.  | RCS 201, Item 37 <u>Agents' Diaries</u> . 1/1/85 - 1/1/90<br>These records are maintained by special agents to record breakdown of daily activities by time and date.<br><br>DESTROY IMMEDIATELY.  | NC1-436-76-2                               |   |
| 11.  | RCS 201, Item 38 <u>Electronic Surveillance Reports and Recordings</u> . These include any and all requests and approvals of electronic monitoring or interception; any related court authorizations obtained in connection with the installation or use of electronic/mechanical devices; and any and all reports of use. This will also include original tapes, logs, transcripts or other permanent records of conversation or interception (consensual or nonconsensual).<br><br>a. <u>Consensual monitoring</u><br><br>DESTROY ALL RECORDS AND TAPES 5 YEARS AFTER CASE IS CLOSED.<br><br>b. <u>Nonconsensual monitoring</u><br><br>(1) Transfer all supporting documentation (e.g., requests, approvals, authorizations, use reports) to the district office 5 years after the case is closed. DISTRICT OFFICE will hold for a <u>minimum</u> of 5 years and destroy only upon order of the court issuing or denying the interception order.<br><br>(2) Retain all long term records of interception (e.g., tapes, transcripts) for a <u>minimum</u> of 10 years. After 10 years destroy only upon order of the court issuing or denying the interception order. | NC1-436-88-2                               |   |
| 12.  | RCS 201, Item 39 <u>Reports of Multiple Sales or other Disposition of Pistols and Revolvers</u> . These are reports on ATF F 3310.4.<br><br>DESTROY AFTER 2 YEARS OR WHEN NO LONGER NEEDED.  | NC1-436-81-1                               |   |

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| 13.   | <p style="text-align: center;"><del>WITHDRAWN</del></p> <p>RCS 201, Item 41 <u>Statistical Reports</u>. These are copies of LEMIS printouts which contain statistical data on case/defendant production at the post of duty office.</p> <p style="text-align: center;"><del>WITHDRAWN</del></p> <p>DESTROY WHEN 1 YEAR OLD.</p>   | NCl-436-76-2                               | WITHDRAWN                                 |
| 14.   | <p>RCS 201, Item 44 <u>Case Files (Investigative Files)</u>. These records are maintained at the post of duty office as a result of investigations of violations of Federal alcohol, tobacco, firearms, and explosives statutes and other documents relating to the investigation including, but not limited to, fingerprint cards, property reports, investigative expenditure reports, investigative case summaries, progress reports, and formal case reports.</p> <p>a. ATF 3270.2 and ATF F 3270.3<br/>b. Criminal case report and exhibits.<br/>c. Property reports.<br/>d. Other reports not considered of value.</p> <p>DESTROY 5 YEARS AFTER INVESTIGATION IS CLOSED.</p> <p>e. Investigative notes.<br/>f. Other reports considered to be of value.<br/>g. Suspect/defendant photographs.</p> <p>TRANSFER TO DISTRICT OFFICE FOR INCLUSION IN THE DISTRICT OFFICE FILE 5 YEARS AFTER INVESTIGATION IS CLOSED.<br/>(A CASE IS CLOSED WHEN IT HAS BEEN PROPERLY ADJUDICATED AND/OR THE PROPERTY DESTROYED.)</p> | NCl-436-80-3                               |   |
| 15.   | <p>RCS 201, Item 45 <u>Collateral Investigation Files</u>. These are investigative records resulting from requests by other ATF offices to conduct collateral investigations.</p> <p>DESTROY 1 YEAR FROM THE DATE THE COLLATERAL REPLY IS FORWARDED TO THE REQUESTING OFFICE.</p>   | NCl-436-86-2                               |   |