

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-436-90-3
		DATE RECEIVED	5-4-90
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 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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 3/20/91	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 3 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 5/3/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	RCS 101, Item 121. <u>Emergency Expense Fund Files</u> . These files contain financial information of a confidential nature regarding emergency expenditures. The files consist of ATF F 3220.2, Report of Expenditures - Funds for Investigative Purposes, and ATF F 3220.3, Request for Advance of Funds for Investigative Purposes. DESTROY WHEN 20 Years OLD		
2.	RCS 101, Item 122. <u>Agent Cashier Fund Files</u> . These files contain financial information of a confidential nature regarding expenditures for investigative purposes. These files consist of ATF F 3220.1, Payment Receipt for Investigative Expenses, Information, and/or Treasury Check; ATF F 3220.2, Report of Expenditures Funds for Investigative Purposes; and ATF F 3220.3, Request for Advance of Funds for Investigative Purposes. DESTROY WHEN 20 YEARS OLD		

Copies sent to Agency, ANT, NNW 3/26/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 3
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)
3.	<p>RCS 101, Item 123 <u>Organized Crime Drug Enforcement Task Force (OCDETF)</u> These files contain monthly statistical and reference material regarding the OCDETF Program which encompasses the Jamaican National Program, Crips and Bloods Program, Asian Organized Crime Program, Outlaw Motorcycle Organization Program, and the Office of National Drug Control Policy.</p> <p>DESTROY WHEN 5 YEARS OLD. Disposal not authorized.</p>		WITHDRAWN
4.	<p>RCS 101, Item 124 <u>Tobacco and Alcohol Program Files.</u> These files contain statistical and reference material pertaining to the Tobacco and Alcohol Enforcement Programs.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
5.	<p>RCS 101, Item 125 <u>Undercover Identification Files.</u> These files contain confidential records of applications for various forms of undercover identification for investigative purposes.</p> <p>DESTROY WHEN 20 YEARS OLD.</p>		
6.	<p>RCS 101, Item 126 <u>Shooting Review Files.</u> These files contain sensitive investigative reports on a case-by-case basis of all shooting incidents.</p> <p>DESTROY WHEN 10 YEARS OLD.</p>		
7.	<p>RCS 101, Item 127 <u>Intelligence Files and Databases.</u> These are files and databases that contain historic information on organized crime and extremist groups, and are maintained in the Intelligence Branch.</p> <p>PERMANENT. TRANSFER TO FEDERAL RECORDS CENTER 5 YEARS AFTER GROUP BECOMES INACTIVE. OFFER TO NARA WHEN 20 YEARS OLD.</p>		WITHDRAWN
8.	<p>RCS 101, Item 128 <u>Polygraph Records.</u> These are polygraph charts and other records of polygraph examination.</p> <p>DESTROY WHEN 10 YEARS OLD.</p>		

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9.	RCS 101, Item 129 <u>Aviation Records</u> . These are records of flights, aircraft leases and aircraft maintenance, and are maintained by the ATF Aviation Section DESTROY WHEN 5 YEARS OLD.		
10.	RCS 201, Item 16 <u>Agent Cashier Fund and Informant Contract</u> . These are records relating to the expenditure of Government funds for investigative purposes. DESTROY 5 YEARS AFTER CLOSE OF INVESTIGATION OR REWARD PAYMENT.		
11.	RCS 201, Item 25 <u>Informant Files (DO)</u> . These are records requesting, and other correspondence documenting, the use of confidential informants during the course of various criminal investigations. THESE RECORDS ARE NOT AUTHORIZED FOR TRANSFER OUTSIDE ATF. DESTROY 10 YEARS AFTER THE DEACTIVATION OF THE CONFIDENTIAL INFORMANT.		
12.	RCS 201, Item 47 <u>Informant Files (POD)</u> . These are records requesting, and other correspondence documenting, the use of confidential informants during the course of various criminal investigations. THESE RECORDS ARE NOT AUTHORIZED FOR TRANSFER OUTSIDE ATF. DESTROY 10 YEARS AFTER THE DEACTIVATION OF THE CONFIDENTIAL INFORMANT.		