

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 Bureau of Alcohol, Tobacco and Firearms

2 MAJOR SUBDIVISION
 Office of Compliance Operations

3 MINOR SUBDIVISION
 Firearms and Explosives Licensing Center

4 NAME OF PERSON WITH WHOM TO CONFER
 Yvonne Spear

5. TELEPHONE
 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-436-94-1

DATE RECEIVED
 10/26-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
 11-25-96

ARCHIVIST OF THE UNITED STATES
John W. Carl

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 10/20/93

SIGNATURE OF AGENCY REPRESENTATIVE: *DM Fitzgerald*

TITLE: Records Officer

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	RCS 301, Item 2. <u>Firearms Licensing System (FLS)</u> . (See attached)		

All changes to this proposed schedule have been approved by:

Paul W. Marcus 8/21/96
 NARA appraiser date

DM Fitzgerald 8/19/96
 Agency representative date

DEC - 4 1996
 copy to: Agency, NSX
 NNT

Bureau of Alcohol, Tobacco and Firearms
Office of Compliance Operations
Firearms and Explosives Licensing Center

ATF 93-002

7. <u>Item No.</u>	8. <u>Description of Item and Proposed Disposition</u>	9. <u>GRS or Superseded Job Citation</u>	10. <u>Action Taken (NARA USE ONLY)</u>
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1 RCS 301, Item 52. Firearms Licensing System (FLS). The FLS automates the licensing of individuals and businesses to sell, import, collect, and manufacture firearms or ammunition. It provides the capability of renewing licenses, issuing out of business letters, and the ability to locate information on dealers who have gone out of business and turned records in to ATF. It also ties fees collected to the specific licenses/permits.

a. Master File. Records date from 1934 to present. 1 tape.

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES ~~IMMEDIATELY~~. *upon resolution of 26 USC 6103 access issues.*

THEREAFTER CUTOFF EVERY 3 YEARS TRANSFER COPY TO THE NATIONAL ARCHIVES.

b. ~~Input Records (Paper Records)~~. ~~These records are already scheduled.~~

~~(1) See ATF RCS 101, Item 179.~~ *Item 114 updated 4/15/02*

~~(2) See ATF RCS 201, Items 132 and 135.~~

c. ~~Output Records~~.

~~(1) Licenses, permits and renewals.~~

~~DISPOSITION. RECORDS ARE ALREADY SCHEDULED. SEE ATF RCS 201, 144 AND 145.~~

(2) ~~Out of Business Letters.~~

~~DISPOSITION. RECORDS ARE ALREADY
SCHEDULED. SEE ATF RCS 201,
ITEM 132.~~

(3) Labels, printouts, and other
query responses that are generated
on an as needed basis.

DISPOSITION. DESTROY WHEN NO LONGER
NEEDED BY THE AGENCY.

d. System Documentation. Record Layout and
Codebook. Less than 1/2 cu. ft. of
paper records.

DISPOSITION. PERMANENT. Transfer a copy
to the National Archives immediately.

TRANSFER UPDATES AND CHANGES WITH
SUBSEQUENT TRANSFER OF DATASET EVERY
3 YEARS