

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Tax Compliance Branch	
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Spear	5. TELEPHONE 927-7776

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-436-94-2	
DATE RECEIVED 2-24-94	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 9-16-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 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, 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 2/2/94	SIGNATURE OF AGENCY REPRESENTATIVE Records Officer <i>M. Argenta</i>	TITLE Chief, Information Programs Br.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	RCS 201 - Item 154. <u>Taxpayer Record Files</u> . These files contain records pertaining to payment of alcohol, tobacco, firearms and ammunition excise taxes, special occupational taxes, copies of tax returns, copies of correspondence and other documentation relating to the collection of tax.  DESTROY <del>WHEN</del> 15 YEARS <del>OLD</del> AFTER TAXABLE YEAR		
2	RCS 201 - Item 155. <u>Enforced Collection Forms</u> . These forms contain information pertaining to enforced collection activities regarding ATF taxpayers. Enforced Collection activities consist of three major areas:  a. filing and releasing of liens, b. filing and releasing of third party levies (i.e., bank accounts, wages), and c. seizure and sale of taxpayer property.  DESTROY <del>WHEN</del> 15 YEARS <del>OLD</del> AFTER TAXABLE YEAR		

MTD per phone conversation with Yvonne Spear 7/8/96

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THE RECORDS PROPOSED FOR DISPOSAL IN THIS REQUEST WILL NOT BE NEEDED AFTER THE RETENTION PERIODS SPECIFIED

SEP 19 1996 *mtr*  
*copy to: Agency*