

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 Regulatory Enforcement

3. MINOR SUBDIVISION
 Market Compliance Branch

4. NAME OF PERSON WITH WHOM TO CONFER
 Yvonne Spear

5. TELEPHONE
 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-436-95-2

DATE RECEIVED
 4/20/95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 1-11-96

ARCHIVIST OF THE UNITED STATES
J. 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
 3/23/95

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

TITLE
 ATF 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 GRS OR SUPERSEDED JOB CITATION	10.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 53. <u>Industry Statistics System (INDSTATS)</u> . Records include the production, taxable and tax free transfers, and inventories on all commodities regulated and taxed by ATF within liquor and tobacco industries. These figures are shown on a monthly basis, bystate.		
	a. <u>Master File</u> . Records are dated for the present year.	GRS 23, item 4	
	DISPOSITION. Temporary. Transfer information to disks on a yearly basis. Records inclusive 1980 to present.		
	Disk Copy.		
	DISPOSITION. Destroy when 20 years old.		
	b. <u>Input</u> .		
	(1) <u>Paper Records</u> .		
	DISPOSITION. These records are scheduled under ATF RCS 101, Items 143, 145, and 152.		
	(2) <u>Disk Copy (From Field Office)</u> .		
	DISPOSITION. Destroy when 2 years old.	GRS 20, item 26	

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Market Compliance Branch
Industry Statistics System (INDSTATS)

8. Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation 10. Action Taken (NARA USE ONLY)

c. Output Reports. Various statistical releases for beer, wine, distilled spirits, tobacco, claims, and establishments.

SEE ATTACHED

(1) Paper Records.

DISPOSITION. Destroy when no longer needed by agency.

(2) Disk Copy.

DISPOSITION. Destroy when 20 years old.

GRS 20, item 5

d. System Documentation. Record Layout and Code Book.

DISPOSITION. Destroy when obsolete, or when master file is destroyed.

Output reports Statistical releases for beer, wine, distilled spirits, tobacco, claims, tax collections, fire arms, and explosives.

(1) Paper records

a. PERMANENT. Cut off annually. Transfer to the National Archives in 2 year blocks when 10 years old. Duplicates can be destroyed during archival processing.

Paper copies made from microfiche for the years 1983 and 1984 to be sent with the first transfer of output reports to the National Archives.

(2) Microfilm (non-record)

b. TEMPORARY. Destroy when no longer needed for reference use.