

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-436-96-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/23/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 71a was superseded by DAA-0564-2013-0008-0006

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 Liaison and Public Information
~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

3. MINOR SUBDIVISION
~~Public Affairs Branch~~ Public Information Branch

4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Spear

5. TELEPHONE 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-436-96-2*

DATE RECEIVED *10-27-95*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *4-4-96* 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 *10/23/95* SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* 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 GRS OR SUPERSEDED JOB CITATION	10.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	71. <u>Press Releases</u> . (SEE ATTACHED SHEET)		
2	72. Biographies of Major Bureau Personnel		

All changes to this proposed schedule have been approved by:

May T. Noron *2/6/96* *Frank Bowen* *3/22/96*
 NARA appraiser date Agency representative date

Revised SF 115

RCS 101, Item 71 Press releases Prepared statements or announcements issued for distribution to the news media and other interested parties concerning ATF and its regulated industries.

(a) Paper Records

PERMANENT. Microfilm at end of calendar year or as needed. Transfer paper records to National Archives in 5 year blocks, 5 years after verification of microfilm.

Paper copies for the years 1980 to 1991 to be sent with the first transfer of press releases to the National Archives.

(b) Microfilm (non-record)

TEMPORARY. Destroy when no longer needed for reference purposes.

RCS 101, Item 72, Biographies of Major Bureau Personnel One-page biographies that are made available to members of the media and industry associations.

(a) Public Information Copy

PERMANENT. Place in an inactive file when employee leaves the position for which the biography was made. Transfer inactive file to National Archives every ten years.

(b) Reference Library Copy (non-record)

TEMPORARY. Destroy when no longer needed for reference purposes.