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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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**SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 71a was superseded by DAA-0564-2013-0008-0006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 (NARA)
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION Office of Liaison and Public Information

3. MINOR SUBDIVISION Public Affairs Branch Public Information Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Yvonne Spear

5. TELEPHONE
   202-927-7776

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

   RCS 101 Items 71 & 72

   1 71. Press Releases. (SEE ATTACHED SHEET)

   2 72. Biographies of Major Bureau Personnel

   All changes to this proposed schedule have been approved by:

   [Signature] 2/6/96
   NARA appraiser

   [Signature] 3/22/96
   Agency representative

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
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.