

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.

Bureau of Alcohol, Tobacco and Firearms
Public Information Office

7. Item No.	8. Description of Item and Proposed Disposition	9. GRS CITE	10. NARA ACTION
1.	<p>RCS 101, Item 71 <u>Press Releases</u> - These files contain the latest information available concerning ATF's areas of responsibility. They give timely notice to the media and other interested parties of matters affecting ATF and its regulated industries.</p> <p>PERMANENT RECORDS.</p> <p>a. <u>Paper Records 1992 - 1995.</u></p> <p>DISPOSITION - KEEP LATEST 3 YEARS IN OFFICE. TRANSFER LATEST YEAR TO THE REFERENCE LIBRARY AT THE END OF EACH CALENDAR YEAR FOR MICROFILMING. OFFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN MICROFILMED AND COPIES ARE VERIFIED.</p> <p>b. <u>Microfilm Records 1980 - Present.</u></p> <p>DISPOSITION - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p>		
2.	<p>RCS 101, Item 72 <u>Biographies of Major Bureau Personnel</u> - These files contain single sheet biographies of major Bureau personnel. They are made available to members of the media and associations who may be responsible for presenting Bureau personnel to an audience.</p> <p>a. <u>Public Information Copy.</u></p> <p>DISPOSITION - DESTROY AFTER BUREAU PERSONNEL LEAVES THE POSITION FOR WHICH THE BIOGRAPHY WAS MADE.</p> <p>B. <u>Reference Library Copy.</u></p> <p>DISPOSITION - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p>		