

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
Firearms and Explosives Imports Branch

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Yvonne Spear 927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-436-96-3

DATE RECEIVED
4-15-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 1-10-97 ARCHIVIST OF THE UNITED STATES
John W. Paul

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 3/22/96 SIGNATURE OF AGENCY REPRESENTATIVE *Frank Bowers* 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 56, XXXXXX (See attached sheet) <u>Weapons, Application, and Importations Tracking System (WAITS), and Firearms and Explosives Imports System (FEIS).</u>		

JAN 23 1997 *MMR Copy to Agency, NURE
NU DB*

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Firearms and Explosives Imports Branch

8. DESCRIPTION OF ITEM AND DISPO.

GRS/JOB
CITE

ACTION
NARA

RCS 301, Item 56.

These tracking systems contain information from Forms 6 and 6A for all firearms, ammunition, and implements of war that were imported/denied into the United States.

A. Weapons, Application, and Importation Tracking System (WAITS).

1. Master Files (Electronic). Records dated 1988 to 1994.

DISPOSITION. PERMANENT. Transfer tapes to the National Archives immediately.

2. Inputs.

a. ATF F 6 Pts 1 and 2 (5330.3A and B), Application and Permit for Importation of Firearms, Ammunition and Implements of War; ATF F 6A (5330.3C), Release and Receipt of Imported Firearms.

DISPOSITION. Items already scheduled under ATF RCS 101, Item 182A.

b. Microfilm Copies.

DISPOSITION. Destroy when no longer needed for tracking purposes.

3. Outputs. Yearly Report of Imported Firearms. Paper records that are requested randomly by Treasury Department and agents.

DISPOSITION. Destroy after all administrative needs have ended.

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Firearms and Explosives Imports Branch

4. System Documentation. Record Layout and Codebook. Less than 1/2 cu. ft. paper records.

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES IMMEDIATELY WITH MASTER FILE.

B. Firearms and Explosives Imports System (FEIS)

1. Master File (Electronic). Records dated 1994 to present.

DISPOSITION. PERMANENT. Cutoff every 5 years and transfer previous years tapes to the National Archives.

2. Inputs.

- a. ATF F 6 Pts 1 and 2 (5330.3A and B), Application and Permit for Importation of Firearms, Ammunition and Implements of War; ATF F 6A (5330.3C), Release and Receipt of Imported Firearms.

DISPOSITION. Items already scheduled Under ATF RCS 101, Item 182A.

- b. Microfilm Copies.

DISPOSITION. Destroy when no longer needed for tracking purposes.

3. Outputs. Yearly Report of Imported Firearms. Paper records that are requested randomly by Treasury Department and agents.

DISPOSITION. Destroy after all administrative needs have ended.

4. System Documentation. Record Layout and Codebook. Less than 1/2 cu. ft.

DISPOSITION. PERMANENT. Transfer a copy to the National Archives with master file. Transfer updates and changes with subsequent transfer of dataset.