

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 Criminal Enforcement

3 MINOR SUBDIVISION
 Firearms Division, National Tracing Center

4 NAME OF PERSON WITH WHOM TO CONFERENCE 5 TELEPHONE
 Yvonne Spear 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-436-96-4*

DATE RECEIVED *5-6-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES
5-20-97 *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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
5/1/96 *[Signature]* 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 42, <u>Firearms Tracing System (FTS)</u> . (See attached)		

MAY 22 1997 *MM* Copy to Agency, NWREN
 NWDD

Bureau of Alcohol, Tobacco and Firearms
Office of Criminal Enforcement
Firearms Tracing Center

a. Description of Item and Proposed Disposition 9. GRS Cite

RCS 301, Item 42. Firearms Tracing System (FTS).
The system tracks firearms from the manufacturer, through the licensed firearms dealer, to individual purchasers for the purpose of aiding law enforcement agencies in identifying suspects involved in criminal violations, establishing the stolen status of firearms and proving ownership. The system contains requestor information, including type of crime; weapon information; pertinent firearms dealer information; and trace results. This system contains tables: The Multiple Sales tables records the identity of purchasers of multiple firearms in a 5-day period, along with data identifying the firearms purchased; the Interstate Theft tables identifies the location, date, and identity of firearms stolen from licensees and/or stolen while in transit; the FFL Theft tables identify the location, date, and identity of firearms stolen from Federal Firearms Licensees.

- a. Firearms Tracing System (FTS).
- (1) Trace Records
 - (2) Multiple Sales
 - (3) Interstate Theft
 - (4) Federal Firearms Licensee Theft

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES IMMEDIATELY. THEREAFTER CUTOFF, EVERY 2 YEARS TRANSFER COPY TO THE NATIONAL ARCHIVES.

- b. Inputs (Paper Records). These records are already scheduled (ATF F 7520.5, ATF F 3310.4, 6, and 11). (See ATF RCS 101, item 114; ATF RCS 101, item 119; and ATF RCS 201, item 39).

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- c. Output Reports (Paper Records). Daily Results of Completed Traces. These reports are distributed to ATF and law enforcement offices upon request.

DISPOSITION: DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.

- d. System Documentation.

Paper records. Table Layout and draft Users Manual - unbound. Less than 1 cu. ft.

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