

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NY 436-97-2</i>	DATE RECEIVED <i>1-4-97</i>
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION Office of Regulatory Enforcement			
3. MINOR SUBDIVISION Tax Compliance Branch		DATE <i>4-14-98</i>	
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 3 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 <i>12/16/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE ATF Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 68. <u>Special Occupational Tax System (SOT)</u>		
2	RCS 301, Item 69. <u>Federal Excise Tax (FET) System.</u> (See attached)		

Bureau of Alcohol, Tobacco and Firearms
 Office of Regulatory Enforcement
 Tax Processing Center
 Cincinnati, Ohio

8. Description of Item and Proposed Disposition	9. GRS Cite	10. NARA Action
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RCS 301, Item 68. Special Occupational Tax System(SOT). This system is used to manage the tax payment records of taxpayers in certain occupations that are required to pay special occupational taxes (these include manufacturers of firearms and persons transacting commerce in National Firearms Act regulated commodities). It is a repository for information captured from returns and other tax documents related to the receipt, deposit, disbursement, and accounting of SOT revenues. The Floor Stocks Tax System is a subsystem of the SOT and is used to manage information about additional Federal excise taxes levied against on hand inventories when tax rates are increased.

a. Special Occupational Tax Data.

- (1) Special Occupational Taxes
- (2) Floor Stocks Tax

DISPOSITION. TEMPORARY. DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR NO LONGER NEEDED FOR AGENCY USE.

b. Input (Paper Records). These special tax records are already scheduled under ATF RCS 201, Item 154.

c. Output Records. Various adhoc management, operation and statistical reports.

DISPOSITION. DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR WHEN NO LONGER NEEDED FOR AGENCY USE.

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Tax Processing Center
SOT System

- d. System Documentation. Record Layout and
Codebook. Less than 1 cu. ft.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED
FOR AGENCY USE.

THE INFORMATION IN THIS SYSTEM FALL UNDER 26 U.S.C. 6103
AND MAY NOT BE DISCLOSED

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Tax Processing Center
Cincinnati, OH

8. Description of Item and Proposed Disposition	9. GRS Cite	10. NARA Action
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RCS 301, Item 69. Federal Excise Tax (FET). This system is a repository for information captured from returns and other tax documents related to the receipt, deposit, disbursement, and accounting of FET revenues. It is used to manage information about those required to pay federal excise taxes. Taxpayer records maintained in this system include alcohol, tobacco. The Firearms and Ammunition Excise Taxes were added to capture data pertaining to firearms and ammunition taxpayers.

a. FET Data.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

b. Input (Paper Records). See ATF RCS 201, Item 154.

c. Output Reports. Various adhoc management, operation, and statistical reports.

DISPOSITION. DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR WHEN NO LONGER NEEDED FOR AGENCY USE.

d. System Documentation. Record Layout and Codebook.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

THE INFORMATION IN THIS SYSTEM FALL UNDER 26 U.S.C. 6103 AND MAY NOT BE DISCLOSED