

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	101-436-99-1
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		DATE RECEIVED	11-2-98
2. MAJOR SUBDIVISION Office of Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Document Services Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Spear	5. TELEPHONE 202-927-7776	DATE 4-27-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 10/22/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert N. Hogarth	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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>ATF RCS 101, Item 18. Autodoc System. This system contains an online copy of all directives (policies and procedures) that has been approved and published in the ATF Directives System. The system is outdated and information has not been kept current.</p> <p>a. <u>Master File.</u> DISPOSITION. Permanent. Offer to the National Archives immediately TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE.</p> <p>b. <u>Input (Paper Records).</u> These records are scheduled under ATF RCS 101, Item 3. (PERMANENT)</p> <p>c. <u>Output Reports.</u> None. This is a read-only system.</p> <p>d. System Documentation. None.</p>		MTD 1/20/99