

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

**1. FROM (AGENCY OR ESTABLISHMENT)**  
Department of Treasury

**2. MAJOR SUBDIVISION**  
Bureau of Alcohol, Tobacco & Firearms

**3. MINOR SUBDIVISION**  
Information Management Division

**4. NAME OF PERSON WITH WHOM TO CONFER**  
Jack O'Leary

**5. TEL EXT.**  
177-7077

**6. CERTIFICATE OF AGENCY REPRESENTATIVE**

LEAVE BLANK	
DATE RECEIVED <b>APR 14 1975</b>	JOB NO <b>NC - 436-75-1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
5-16-75 (Date)	<i>James B. Hood</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*4/10/75*

*Arthur Sanderson Jr.*  
Chief, Information Management Division

Date (Signature of Agency Representative) (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Criminal Case File. This file contains cases originating in and submitted by, Regional Offices of the Bureau. The records cover violations of the Federal Liquor Laws, the Gun Control Act of 1968, the Explosives Control Act of 1970, and the Federal Wagering Laws. The files include Form 1551, Progress Records of Case, Parole Report, and related data. (Note: the copy retained in the Regional Office is the record copy.)  DISPOSE of closed cases after 1 year.		
2.	Index to Criminal Case Files. This is an index card and/or entry into a computerized date base of the files described in item 1.  DISPOSE after 50 years.		

*Copy to Agency & WNRC 5/20/75*