

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7. Item No.	8. DESCRIPTION OF ITEM (With inclusive dates or retention periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>REGULATORY ENFORCEMENT RECORDS - (REGIONAL OFFICES)</p> <p>Firearms Licensees and Explosives Licensees and Permittees Case File.</p> <p>a. Case files of applications which have been denied, abandoned or withdrawn.</p> <p>DISPOSE after 2 years</p> <p>b. Case files of licenses or permits which have been revoked.</p> <p>DISPOSE after 3 years</p> <p>c. Case files of licenses or permits which have not been renewed.</p> <p>DISPOSE after 2 years.</p>	NC-436-76-1	
2.	<p>Out-of-Business Gun Dealers Records. These are records on Form 4473, Parts I and II, Firearms Transaction Record, or equivalent forms, bound ledgers, and related records maintained by Federally Licensed Firearms Dealers.</p> <p>TRANSFER from Field Office to Headquarters on discontinuance of business.</p>		
3.	<p>Explosives Records. These are records relating to the sale, delivery, theft and/or loss of explosives material.</p> <p>a. Form 4710, Explosives Transaction Record (Non-licensee or non-permittee).</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p> <p>b. Form 4712, Report of Theft or Loss of Explosives Material.</p> <p>DISPOSE when no longer needed for administrative purposes.</p> <p>c. Form 4721, Explosives Delivery Record</p> <p>DISPOSITION not authorized at this time. Transfer to Bureau Headquarters on discontinuance of business.</p>		

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4.	<p>Firearms Importation Records. These are records on Form 4568, Affidavit Concerning Importation of Firearms and Ammunition Previously Taken Out of the U.S.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>		
5.	<p>Firearms Licensee Mailing List Changes. These are records on Forms 5310.3, 5310.4 or 5310.5, or equivalent forms.</p> <p>DISPOSE after 1 year.</p>		

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6.	<p>Distinctive Container Records - These records relate to distinctive containers for distilled spirits. They contain drawings, illustrations, and photographs of distinctive containers and have continuing reference value.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>	NN-155-182	
7.	<p>Historical Permit File Index Card (Liquors and Tobacco). These cards are historical copies of Form 1411, or equivalent, relating to all applicants and permittees, including a card records of each individual, partner, principal officer, or other person, as applicable, and of each trade name approved for a permittee or establishment. They have continuing reference value in the processing of applications and permits.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>		
8.	<p>Record of Bonds (Card Index). This is a card record filed by name of surety granting bonds relating to liquors and tobacco. These records are maintained on Form 70, or equivalent.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>		
9.	<p>Power of Attorney. This is a card record filed by name of surety, of officers, agents, or attorneys authorized to execute bonds, consents, of surety, and extensions of coverage of bond relating liquors and tobacco. These records are maintained on Treasury Department Form 272.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Classification Sheet

7. Item No.	8. DESCRIPTION OF ITEM (with inclusive dates or retention period)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<p style="text-align: center;">ADMINISTRATIVE RECORDS</p> <p>General Administrative Management Files. These files contain correspondence, reports, studies, surveys, and related documents pertaining to the general house-keeping or facilitative functions involved in the administration and operation of Field offices.</p> <p>DISPOSE after 3 years, or when no longer needed in current operations, whichever is earlier.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7. Item No.	8. DESCRIPTION OF ITEM (With inclusive dates or retention periods)	9. SAMPLE OR JOB NO.	ACTION TAKEN
CRIMINAL ENFORCEMENT RECORDS (REGIONAL OFFICES)			
11.	<p>Criminal Case Files. These are records maintained in the regional offices of cases developed as a result of 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 Record of Case, Parole Report, and related data.</p> <p>DISPOSE after 50 years. Retire to Federal Records Center after 5 years.</p>	<p>NN-166-154 Item 10</p>	
12.	<p>Index to Criminal Case File. This is an index card and/or entry into a computerized data base of the files described in item 1.</p> <p>DISPOSE after 50 years.</p>	<p>NN-166-154 Item 12</p>	
13.	<p>Index Cards of Special Investigations.</p> <p>DISPOSE 10 years after closing.</p>		
14.	<p>Index Card, Accident Investigations.</p> <p>DISPOSE 3 years after closing.</p>		
15.	<p>Records of Identification. These are records of identification of defendants consisting of fingerprint cards, photographs, and other related data.</p> <p>DISPOSE after 50 years.</p>		
16.	<p>Petition for Relief from Disability Files. These files contain reports on individual applicants for "Relief from Disability pursuant to Section 925 (c) Title 18, U.S.C."</p> <p>a. Granted Cases</p> <p>DISPOSE after 5 years</p> <p>b. Denied Cases</p> <p>DISPOSE after 10 year.</p>		

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17.	<p>Agents Cashier Fund. These are records relating to the expenditure of government funds for investigative purposes.</p> <p>DISPOSE after 10 years.</p>		
18.	<p>Intelligence and Electronic Surveillance Records.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>		
19.	<p>TECS Logs and Messages.</p> <p>a. Copies of messages.</p> <p>DISPOSE after 2 years.</p> <p>b. Logs</p> <p>DISPOSE after 10 years</p>		
20.	<p>Requests for Tracing Firearms or Explosives. These are requests and reports that do not result in a criminal case.</p> <p>DISPOSE after 3 years.</p>		
21.	<p>Management Information System (MIS). These records consist of log books, assignment cards, activity reports and related data documenting Criminal Investigation activities.</p> <p>DISPOSITION not authorized at this time. Review after 2 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF EXCESS - (Continuation Sheet)

7. Item No.	B. DESCRIPTION OF ITEM (With inclusive dates or retention periods)	3. S. FILE OR JOB NO.	4. ACTION TAKEN
	<p style="text-align: center;">LABORATORY RECORDS</p> <p>22. Correspondence (Technical) - This is correspondence with the Headquarters Laboratory, other regional laboratories, learned societies, colleges and universities, and producers and distributors of scientific equipment and materials. The correspondence is on purely scientific matters, and on matters involving laboratory services to local, State, or Federal agencies.</p> <p>a. Headquarters correspondence</p> <p>DISPOSE after 10 years.</p> <p>b. All other correspondence.</p> <p>DISPOSE after 2 years or thereafter when no longer needed for laboratory purposes.</p>	<p>NN-164-168 Item 84</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF PROPERTY - (Continuation Sheet)

7. Item No.	8. DESCRIPTION OF ITEM (With inclusive dates or retention periods.)	9. SAMPLE OF JOB NO.	10. ACTION TO BE
CRIMINAL ENFORCEMENT (BRANCH OFFICES & POD)			
23.	<p>Docket of Unjacketed cases, Form 1584, or equivalent- The docket is a numerical reference to all unjacketed cases, and contains a record of the disposition of each case.</p> <p>DISPOSE after 50 years.</p>		
24.	<p>Violation Index Cards - These are index cards on Form 1506, Form 1506A, and Form 2850, or equivalent forms.</p> <p>a. Forms 1506 and Form 1506A, or equivalent.</p> <p>DISPOSE after 50 years.</p> <p>b. Form 2850, or equivalent.</p> <p>DISPOSE when card is removed from active file (individual card only).</p>	<p>NN-166-154 Item 12</p>	
25.	<p>Records of Identification of Defendants. These records consist of fingerprint cards, photographs of defendants, and other related data.</p> <p>DISPOSE after 50 years.</p>		
26.	<p>Reports of Multiple Sale or other Disposition of Pistols and Revolvers.</p> <p>DISPOSE after 1 year.</p>		