

**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 the 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

566-7927

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED NOV 11 1976	JOB NO NC 1-436-77-1
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	
<u>11-17-76</u> (Date)	<u>James B. Rhodes</u> 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

11/19/76 Alton Sanderson Jr. Chief, Information Mgmt Div
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.	Label applications - These are application for approval of labels, notices of denial, and related papers. DESTROY 10 years after date of approval or denial of certificate of label approval.		

*Copy to Agency 11-19-76
Copy to NCR 11-19-76*

RECORDS CONTROL SCHEDULES

Item No.	Description of records	Disposition authorization
113.	Brewery Meter Correspondence Files - These files contain correspondence with brewers, meter manufacturers, and others, relative to the manufacture, performance standards, use, and repair of beer meters.	DISPOSE after 5 years.
114.	Reports of Field Activities - These are reports prepared periodically by Examiners in the Permissive Branch, National Office. The reports are designed to ascertain that regional and branch offices are operating in compliance with Service regulations and procedures, and, in general, to summarize field activities.	DISPOSE after 10 years.
(NOTE: Items 115 through 124 are reserved for future additions (if necessary) to this portion of the schedule.)		
<u>Basic Permit and Trade Practice Records</u>		
125.	Label Applications - These are applications for approval of labels, applications for exemption from label approval, certificates of approval or exemption, and notices of denial, and related papers.	DISPOSE 1 year after discontinuance of business or permit termination.
126.	Label Correspondence - This is correspondence, with permittees and others, concerning labeling of alcoholic beverages, other than correspondence relating to label approval or exemption from label approval, covered by item 125 of this schedule.	DISPOSE after 5 years.
127.	Brand Name History Cards - These are card records showing brand names which have been approved, disapproved, or exempted under the Federal Alcohol Administration Act, the names and addresses of companies concerned, and the classes and types of products covered.	RETAIN
128.	Advertising Copy Files - These Files contain proposed advertising copy submitted for informal comment, and correspondence with permittees and others, concerning advertising practices.	DISPOSE after 10 years.
129.	Work Files of Regulations, Manual Documents, and Other Issuances - These are drafts of regulations issued under the Federal Alcohol Administration Act, amendments thereto, and related hearings; drafts of industry circulars, and other documents originating in the Basic Permit and Trade Practices Branch; and correspondence and other related documents.	RETAIN
130.	Reference Files of Publications - These include published copies of regulations, industry circulars, and other documents originating in the Basic Permits and Trade Practices Branch.	
	a. Record copy.	RETAIN
	b. All others.	DISPOSE when no longer needed for reference purposes.