

**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)

Treasury Department

2. MAJOR SUBDIVISION

Bureau of Alcohol, Tobacco and 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 30 JUN 1977	JOB NO NCI 436 77 4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-5-77 (Date)	<i>James B. Rhoads</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

6-27-77 *Tom S. Baker* Acting 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
	The records listed on the attached page(items 291, 292 and 293 of ATF Order 1324.2)are accumulated and filed in the field offices of the Bureau of Alcohol, Tobacco and Firearms.		

115-106 Copied to agency, NARA and all PRS plus 7/12/77

3 items

REGIONAL COUNSEL RECORDS

291. Closed legal files produced in connection with cases arising out of the enforcement of the alcohol, tobacco, firearms, and explosives laws; tort claims and related matters.

DESTROY when 20 years old.

TRANSFER to Federal records center when 2 years old. ~~except for selected precedent cases.~~ *EFB 6/30/77*

292. Internal Control Records - Case record cards and files to register and control cases received on alcohol, tobacco, firearms, explosives, and miscellaneous legal matters, e.g., case number, if any, date received, type of case, classification, issue or question, and date closed.

DESTROY 20 years after closing.

293. Reports - Regional Counsel Statistical Report, with narrative attachments, and individual attorney reports for each attorney performing work on ATF matters retained in report file.

DESTROY when 6 years old or when no longer needed in current operations, whichever is earlier.

Item No.	Description of records and disposition authorization	Item No.	Description of records and disposition authorization
	<ul style="list-style-type: none"> (1) Dispose after 20 years (2) Retire to Federal Records Center 2 years after disposition of Civil liability 		<ul style="list-style-type: none"> (1) Dispose after case is closed.
30.	<i>Opinion or Miscellaneous Regional Case Files</i> produced in connection with enforcement matters		(NOTE: Item Nos 35 through 38 are reserved for future additions (if necessary) to the "Enforcement Records" section of this schedule.)
	<ul style="list-style-type: none"> (1) Dispose after 20 years. (2) Retire to Federal Records Center after 3 years on a selective basis 		
31.	<i>Internal Control Record.</i> Card files developed to reflect status and record action taken, Forms 721, Waiver Card; and equivalent records (Excludes Form 1318-B, Docket and Control Record—Criminal Cases, which shall be retained)		
	<ul style="list-style-type: none"> (1) Dispose 10 years after case is closed (2) Retire to Federal Records Center 5 years after case is closed. 		
32.	<i>Reports.</i> Narrative and Progress Reports, Individual Attorney Reports, Report of New Enforcement Cases Received, and equivalent reports (Excludes Form 1318-A, Case Load Report.)		
	(1) Dispose after 5 years		
33.	<i>Case Load Report</i> , Form 1318-A		
	(1) Dispose after 10 years		
34.	<i>"Secretary Files," "Attorneys Correspondence Files"</i> and <i>"Reading Files,"</i> containing duplicate copies of items prepared in office and included in Legal File, except for copies in subject matter Digest Files retained for research purposes.		
			ALCOHOL AND TOBACCO TAX RECORDS
		39.	<i>Closed Legal Files</i> produced in connection with cases arising out of the enforcement of the alcohol and tobacco tax and firearms laws, tort claims and related matters
			<ul style="list-style-type: none"> (1) Dispose after 20 years. (2) Retire to Federal Records Center after 2 years except for selected precedent cases
		40.	<i>Internal Control Records</i> Case record cards and files to register and control cases received on alcohol and tobacco tax legal matters, e.g., case number, if any, date received, type of case, classification, issue or question, and date closed
			<ul style="list-style-type: none"> (1) Dispose 20 years after closing (2) Retire to Federal Records Center 5 years after closing
		41.	<i>Reports</i> Form 2359, Regional Counsel—Alcohol and Tobacco Tax Work Report, with narrative attachments, and of Individual Attorney Report for each attorney performing work on A&TT matters retained in report file.
			(1) Dispose after 6 years or when no longer needed in current operations, whichever is earlier.