

**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

ATF

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 <b>5 APR 1978</b>	JOB NO.
<b>NC 1 436 78 2</b>	
NOTIFICATION TO AGENCY	
<p>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.</p>	
<p><u>4-12-78</u> <u>James E. O'Neil</u> (Date) <u>acting</u> Archivist of the United States</p>	

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.

3/31/78  
Date

Jon S. Baker  
(Signature of Agency Representative)

Chief, Records & Reports Branch  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The attached revised and updated schedule covers ATF criminal enforcement field office records (district offices and posts of duty (POD)).		

43 items

*Copies to Agency all GARE, NCW  
NCR, NCRP Dec 4/14/78*

## CRIMINAL ENFORCEMENT DISTRICT OFFICE RECORDS

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25. Accident Cases - These are case files containing accident reports, exhibits, statements of fact, and related correspondence. Related information may be found in the following directives: ATF O 1850.1, ATF-Owned Motor Vehicles - Operation and Maintenance Guide, ATF O 1850.6, Motor Vehicle Management, ATF O 2902.2, Safety Program, ATF O 3000.1B, Criminal Enforcement General Information, and ATF O 8600.1A, Integrity and Other Investigations.

DESTROY 1 year after final disposition. Item 27.

26. Agent Cashier Fund and Informant Contracts - These are records relating to the expenditure of Government funds for investigative purposes including copies of confidential expense memos concerning expenses reimbursed on SF 1012. Also includes contracts entered into with informants (promising to pay them for information), copies of related vouchers, receipts and other information. Related information may be found in the following directives. ATF O 1925.1, Cashiers Imprest Fund (Investigative), ATF O 3210.7, Investigative Procedures, Priorities and Techniques, and ATF O 1500.1A, Operating Travel.

DESTROY 7 years after closing. Item 35.

27. Agents Diaries - These are records maintained by special agents to record a breakdown of daily activities by time and date.

DESTROY when 6 years old. Item 92.

28. District Office UI Files - These are records containing reports of investigation, reports recommending prosecution and related material described below. Related information may be found primarily in ATF O 3270.10, Criminal Enforcement Investigative Reports. References to property taken into Bureau custody are discussed in ATF O 3400.2A, Property Taken Into Bureau Custody, and ATF O 1850.3A, Forfeiture and Disposition of Seized Personal Property, and ATF O 3210.7 outlines additional information on electronic surveillance reports.

a. ATF F 3270.2 and 3270.3, Report of Investigation and Continuation Sheet.

b. Criminal case report and exhibits.

c. Property records; e.g., ATF F 3400.15, ATF F 3400.16, ATF F 3400.9 ATF F 1850.2, ATF F 1850.23, etc.

d. Defendant fingerprint cards.

GPO 221-072

- \* e. ATF F 3270.6 Progress Record of Case.  
f. Electronic Surveillance reports.

TRANSFER to records center when 5 years old.

DESTROY when 20 years old. Item 25.

29. Demand Letters - These are copies of demand letters which are formal written demands on primary distributors, jobbers, warehousemen, container manufacturers, wholesalers, importers, manufacturers of articles, and others. The records include copies of ATF F 3330.2, Raw Materials Contact and Recommendation, or equivalent, releases, and related correspondence. Related information may be found in the following directives: ATF O 3330.4, Alcohol Enforcement Program, and ATF O 5300.2, Technical Services Procedures - Firearms and Explosives.

DESTROY 1 year after cancellation. Item 31.

30. General Enforcement Correspondence - Correspondence with the public regarding alleged violations and other related matters. Related information may be found in the following directives: ATF O 1200.2, Public Affairs Guidelines, ATF O 3000.1B, Criminal Enforcement General Information, ATF O 3270.10, Criminal Enforcement Investigative Reports, and ATF O 3350.7, Operation CUE Interdiction Instructions.

DESTROY 3 years after preparation. Item 36.

31. Motor Vehicle Records and Reports - These are records and reports covering vehicles assigned to district office personnel; e.g., SAC, ASAC and Operations Officer. Vehicles assigned to POD's are covered elsewhere in this schedule. Related information may be found in ATF O 1850.6, Motor Vehicle Management.

DESTROY 1 year after vehicle is disposed of. Item 45.

32. Progress, Plans, Problems Reports - These are reports of enforcement activities prepared on a monthly basis, outlining important accomplishments. Related information may be found in ATF O 1323.2A, Monthly Narrative Report (Plans, Problems, and Progress).

DESTROY when 1 year old. Item 41.

33. Public Voucher for Purchases and Services Other Than Personal, SF 1034A - These are district office copies of SF 1034A, or equivalent, covering miscellaneous expenditures. Related information may be found

\* in the following directives: ATF O 1850.3A, Forfeiture and Disposition of Seized Personal Property, and ATF O 3400.2A, Property Taken Into Bureau Custody.

DESTROY when 1 year old. Item 40.

34. Quarterly Report - Firearms Retained, Transferred or Destroyed - District office copies of ATF F 1850.20, or equivalent, the originals of which are transmitted to Bureau Headquarters. Related information may be found in the following directive: ATF O 1850.3A, Forfeiture and Disposition of Seized Personal Property.

DESTROY when 1 year old. Item 44.

35. Quarterly Report - Forfeited Property Transferred to Bureau of Prisons - District office copies of ATF F 2549, or equivalent, the originals of which are sent to Bureau Headquarters. Related information may be found in ATF O 1850.3A

DESTROY when 1 year old. Item 43.

36. Register of Raw Materials Dealers and Users - ATF F 3330.2 - These are records prepared by investigators on ATF F 3330.2, or equivalent, covering interviews with raw materials and container dealers. Related information may be found in ATF O 3330.4.

DESTROY 1 year after discontinuance of business. Item 30.

37. Remittance of Proceeds from Sale or Other Disposition of Forfeited Seized Property - This item covers copies of ATF F 1850.8, Seized Property Remittances for Deposit, or equivalent, maintained in the district offices; other copies are maintained in POD offices. Related information may be found in ATF O 1850.3A, Forfeiture and Disposition of Seized Personal Property.

DESTROY when 1 year old. Item 42.

38. Reports of Government Bills of Lading - These are reports made by special agents in charge of the use of Government bills of lading.

DESTROY when 1 year old. Item 37.

39. Request for Tracing Firearms and Explosives - These are requests and reports that do not result in a criminal case. Related information may be found

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\* in the following directives: ATF O 7500.1, Firearms Technology Branch Procedures, and ATF O 7530.1, Tracing of Explosives.

DESTROY when 1 year old. Item 52.

40. Returns and Voluntary Reports of Articles, Containers, and Substances - These records include returns on ATF F 169, Return of Articles, Containers or Substances, or equivalent, submitted voluntarily or as a result of demand letters by importers, producers, distributors, and others. Related information may be found in ATF O 3330.4, Alcohol Enforcement Program.

DESTROY when 1 year old. Item 32.

41. Statistical Reports Files - These are retained copies of statistical reports prepared by special agents in charge. They include ATF F 1323.1, Monthly Report of Distillery and Liquor Seizures, and ATF F 1323.2, Quarterly Property Report, and ATF F 3600.1, Monthly Report of Cases and Arrests, or equivalent.

DESTROY when 1 year old. Item 84.

42. Treasury Enforcement Communications System Logs and Messages - These are incoming and outgoing messages transmitted via TECS. Related information may be found in ATF O 3520.1B, Treasury Enforcement Communication System.

DESTROY when 1 year old. Item 51.

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## \* CRIMINAL ENFORCEMENT POST OF DUTY OFFICE RECORDS.

70. Accident Cases - These are case files containing accident reports, exhibits, statements of fact, and related correspondence. Related information may be found in the following directives: ATF O 1850.1, ATF-Owned Motor Vehicles - Operation and Maintenance Guide, ATF O 1850.6, Motor Vehicle Management, ATF O 2902.2, Safety Program, ATF O 3000.1B, Criminal Enforcement General Information, and ATF O 8600.1A, Integrity and Other Investigations.

DESTROY 1 year after final disposition. Item 74.

71. Agent Cashier Fund and Informant Contracts - These are records relating to the expenditure of Government funds for investigative purposes and informant contracts, receipts and related vouchers. Related information may be found in the following directives: ATF O 1925.1, Cashiers Imprest Fund (Investigative), and ATF O 3210.7, Investigative Procedures, Priorities and Techniques.

DESTROY 1 year after close of investigation or reward payment. Item 49.

72. Agents Diaries - These are records maintained by special agents to record a breakdown of daily activities by time and date.

DESTROY when 6 years old. Item 92.

73. Post of Duty UI Files - These are records concerning reports of investigation, reports recommending prosecution and other material described below. Related information may be found in ATF O 3210.7,, 3270.10, 3400.2A and 1850.3A.

- a. ATF F 3270.2 and 3270.3.
- b. Criminal case report and exhibits.
- c. Property records; e.g., ATF F 3400.15, 3400.16, 3400.9, 1850.2, 1850.23, etc.

DESTROY when 5 years old. Item 70.

- d. Investigative notes.
- e. Miscellaneous reports considered to be of value.

TRANSFER to the district office for inclusion in the district office file when 5 years old.

\* 74. Demand Letters - These are copies of demand letters which are formal written demands on primary distributors, jobbers, warehousemen, container manufacturers, wholesalers, importers, manufacturers of articles, and others. The records include copies of ATF F 3330.2, Raw Materials Contact and Recommendation, or equivalent, releases, and related correspondence. Related information may be found in the following directives: ATF O 3330.4, Alcohol Enforcement Program, and ATF O 5300.2, Technical Services Procedures - Firearms and Explosives.

DESTROY 1 year after cancellation. Item 76.

75. Electronic Surveillance Reports and Recordings - These are requests and reports of use, whether in written formats or TECS messages, covering the use of electronic interception and tracking devices. This also includes recorded conversations e.g., tapes or other types of recordings.

DESTROY when 5 years old. Item 50.

76. Motor Vehicle Records and Reports - These are records and reports covering motor vehicles assigned to POD enforcement activities. Related information may be found in ATF O 1850.6, Motor Vehicle Management.

TRANSFER to district office after motor vehicle is disposed of. Item 89.

77. Public Voucher for Purchases and Services Other Than Personal, Standard form 1034A - These are POD copies of Standard form 1034A, or equivalent, covering miscellaneous expenditures. Related information may be found in the following directives: ATF O 1850.3A, Forfeiture and Disposition of Seized Personal Property, and ATF O 3400.2A, Property Taken Into Bureau Custody.

DESTROY when 1 year old. Item 88.

78. Register of Raw Materials Dealers and Users - ATF F 3330.2 - These are records prepared by special agents on ATF F 3330.2, or equivalent, covering interviews with raw materials and container dealers.

DESTROY 1 year after discontinuance of business. Item 80.

79. Remittance of Proceeds from Sale or Other Disposition of Forfeited Seized Property - This item covers copies of ATF F 1850.8, Seized Property Remittance for Deposit, or equivalent, maintained in the regional offices; other copies are maintained in SAC offices.

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DESTROY when 3 years old. Item 81.

80. Reports of Multiple Sale or Other Disposition of Pistols and Revolvers - These are reports on ATF F 3310.4, or equivalent.

DESTROY when 1 year old. Item 91.

81. Requests for Tracing Firearms and Explosives - These are requests and reports that do not result in a criminal case. Related information may be found in the following directives: ATF O 7500.1, Firearms Technology Branch Procedures, and ATF O 7530.1, Tracing of Explosives.

DESTROY when 1 year old. Item 52.

82. Returns and Voluntary Reports of Articles, Containers, and Substances - These records include returns on ATF F 169, Return of Articles, Containers or Substances, or equivalent, submitted voluntarily or as a result of demand letters by importers, producers, distributors, and others. Related information may be found in ATF O 3330.4, Alcohol Enforcement Program.

DESTROY when 1 year old. Item 77.

83. Statistical Reports - These are copies of CARS printouts received by the POD which contain statistical data on the production of that office.

DESTROY when 1 year old. Item 84.

84. Travel Voucher, Standard form 1012, or equivalent - These are forms prepared by special agents incurring expenses during the month. One copy is retained at the POD. Related information may be found in ATF O 1500.1A, Operating Travel, ATF O 1500.2A, Relocation Travel, and 3210.7, Investigative Procedures, Priorities and Techniques, chapter F and ATF O 1100.30C.

DESTROY when 1 year old. Item 26.

85. Treasury Enforcement Communications System Logs and Messages - These are incoming and outgoing messages transmitted via TECS. (Only for POD's that have TECS facilities.)

DESTROY when 1 year old. Item 51.

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