

Rev New 19027714

ARM  
NC

### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO. OCT 19 1978
NC 1 436 79 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.	
10-23-78	James B. Rade
(Date)	Archivist of the United States

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 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:

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10/16/78  
Date  
Jon S. Baker  
(Signature of Agency Representative)

Chief, Records & Reports Mgmt Br  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<del>1.</del>	<del>Label applications - there are applications for approval of labels, notices of denial, and related papers.</del>  A. Label applications dated July 1968 through June 1977. DESTROY when 40 years old.  B. Label applications dated July 1977 and later. DESTROY when 5 years old.  These labels are color micro-filmed at the FRC, Suitland, MD. No duplicate micro-film copy was made of the labels dated July 1968 through June 1977, therefore the hard copy is to be retained until 40 years old. Retention of the hard copy is more cost-effective than re-micro-filming all the labels to provide a back-up copy.  <u>SEE ATTACHED STANDARD FORM 115-A FOR REVISION. THE REVISION OF THIS SCHEDULE WAS MADE WITH THE CONSENT OF JACK O'LEARY, INFORMATION MANAGEMENT DIVISION, BUREAU OF ALCCHOL, TOBACCO AND FIREARMS.</u>	<del>NC 1 436-77-1</del>	

4 items

New Agency 10-24-78 MS

## Request for Records Disposition Authority - Continuation

JOB NO.

NCI-436-79-1

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>LABEL APPLICATIONS - applications for approval of labels, notices of denial, and related papers.</p> <p>a. Original paper label applications. July 1968 through June 1977. DESTROY WHEN 40 YEARS OLD.</p> <p>b. Original paper label applications. July 1977 and later. DESTROY 1 YEAR AFTER MICROFILMING.</p> <p>c. Color microfilm copy of label applications. July 1977 and later. DESTROY WHEN 40 YEARS OLD.</p> <p>d. Color microfilm copy of label applications. July 1968 and later. HOLD ON-SITE. DESTROY WHEN ALL REFERENCE NEEDS HAVE ENDED.</p> <p>These label applications are microfilmed in color at the Washington National Records Center. Because only one color microfilm copy of the paper originals dated July 1968 through June 1977 has been prepared, the paper originals must serve as the security copy for the 40 year retention period. Retention of the paper originals is cost effective because the cost of preparing a duplicate color microfilm copy far exceeds the storage costs of the paper originals.</p>	NCI-436-77-1	