REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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 Div.

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

   [ ] A Request for immediate disposal.
   [X] B Request for disposal after a specified period of time or request for permanent retention.

   [ ] C Request for permanent retention

7. C. DATE
   [ ] 11/6/79

8. D. SIGNATURE OF AGENCY REPRESENTATIVE
   [ ] Sam S. Baker

9. E. TITLE
   Chief, Records & Reports Mgt. Br.

10. F. DESCRIPTION OF ITEM
        (With Inclusive Dates or Retention Periods)

1. Congressional Correspondence Files - These files contain correspondence with members of Congress. Also contained in the files are copies of incoming correspondence and related supporting and background documents.

   Transfer to FRC when 2 years old.
   DESTROY when five years old.