

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-436-81-01**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/6/2023

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 209 superseded by DAA-0564-2013-0003-0063

**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 and Firearms

3. MINOR SUBDIVISION

Paperwork Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Jack O'Leary

5. TEL. EXT.

566-7077

LEAVE BLANK

JOB NO.

NC1-436-81-1

DATE RECEIVED

January 13, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-10-81

Date

*[Signature]*  
Archivist of the United States

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 104 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.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1/15/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard K. Hood</i> Howard K. Hood	E. TITLE Chief, Paperwork Management Branch
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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
	CHAPTER C. RECORDS CONTROL SCHEDULE 201 - FIELD RECORDS		
	CRIMINAL ENFORCEMENT POST OF DUTY OFFICE RECORDS		
77	Reports of Multiple Sales or Other Disposition of Pistols and Revolvers - These are reports on ATF F 3310.4, or equivalent.  DESTROY when 5 years old.	NC1-436-80-3	
82	Investigative Profile Record - These are copies of ATF F 3270.9, Investigative Profile Record, used to collect data on investigations conducted by GS 1811 special investigators.  DESTROY according to instructions contained in paragraph 24 of ATF O 3270.9B, Criminal Automated Reporting System (CARS) when all administrative needs have ended.	NEW ITEM	
to all FRC's (except NCP), NNF, + agency			

Closed Out: 4-9-81: K.T.)

12 Items

Item 181, new item.

old 181 should represent records never actually sent to FRCs by ATF, i.e. items have such a relatively short retention period that there is no need to retain them.

Old 181 deleted from  
file off. sched.

3-6-87

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
CONTINUATION

ITEM NO.

DESCRIPTION OF ITEM

83

Special Agent Time Application Report -  
These are copies of ATF F 3310.2A, Special  
Agent Time Application Report, used to collect  
data on Bureau program, investigative, and  
overhead time expended by GS 1811 field agents.

*NEW ITEM*

DESTROY upon receipt and validation  
of the monthly CARS printout-Agent  
Time Utilization.

CHAPTER D. RECORDS CONTROL SCHEDULE 201 -  
FIELD RECORDS

REGULATORY ENFORCEMENT REGIONAL OFFICE  
RECORDS

152

Registration for Production of Wine for  
Family Use - These are records include  
ATF F 1541, 5120.10, or equivalent and  
related correspondence and papers.

*NC 1-436-77-02*

DESTROY immediately.

181

Regulatory Information Management System  
(RIMS) Activity Reports - These are copies  
of reports submitted to Bureau Headquarters  
on ATF F 5700.25, or equivalent.

*NEW ITEM*

DESTROY 3 months after submission.

209

Auditors' Monthly Activity Reports -  
These are reports on ATF F 5700.29, or  
equivalent, submitted monthly or at other  
intervals specified by the regional office,  
giving details of accomplishments and other  
items.

*NEW ITEM*

DESTROY when 2 years old.

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item 218, new item.

old 218 should represent  
records never actually sent  
to FRCs by A.T.F.

Old 218 deleted from  
field off. sched.

  
5-6-81

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REQUEST FOR RECORDS DISPOSITION AUTHORITY  
CONTINUATION

<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>	
210	Audit Work Papers - These are work papers for completed audits, including a copy of ATF F 5900.1, and may also include ATF F 5030.10.	NEW ITEM
	DESTROY when 6 years old.	
218	Brewers' Meter Test Reports - These are reports on ATF F 5130.18 (formerly 138) of brewers' tests of beer meters.	NEW ITEM
	DESTROY after 4 years, or when no longer needed for control or informational purposes.	
227	Regulatory Information Management System (RIMS) Activity Reports - These are copies of reports submitted to Bureau Headquarters on ATF F 5700.25, or equivalent.	NEW ITEM
	DESTROY 3 months after submission.	
234	Registration Records - These records include copies of notices of registration, on ATF F 5110.41 (formerly 2607), or equivalent, and attached pages, and special diagrams or drawings.	NCI-436-77-02
	DESTROY immediately. (These records now maintained by the proprietor.)	
235	Registration Support Records - These records include copies of applications for plant changes affecting the accuracy of notices of registration on ATF F 5110.34 (formerly 2610), and 5000.3 (formerly 2631), or equivalent forms. Inspectors' statement of discrepancies, and report of violations on ATF F 5030.5 (formerly 4729 and 4799), and related correspondence.	NCI-436-77-02
	DESTROY immediately. (These records now maintained by the proprietor.)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
CONTINUATION

ITEM NO.

DESCRIPTION OF ITEM

237

Storage Summary Account, ATF F 5110.37  
(formerly 1621) - These files contain  
ATF F 5110.37 (formerly 1621), or equivalent,  
showing deposits in, withdrawals from, and  
spirits remaining in bonded storage facilities  
of a distilled spirits plant.

*NEW ITEM*

DESTROY immediately. (This form kept  
by the proprietor).