

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>[Signature]</i> 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

Paperwork Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Jack O'Leary

5. TEL. EXT.

566-7077

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/5/81	<i>Howard K. Hood</i> Howard K. Hood	Chief, Paperwork Management Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
77	CHAPTER C. RECORDS CONTROL SCHEDULE 201 - FIELD RECORDS CRIMINAL ENFORCEMENT POST OF DUTY OFFICE RECORDS 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	

AFB 3/2/81

to all FRC's (except NCP), NNF, + agency

12 Items

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

REQUEST FOR RECORDS DISPOSITION AUTHORITY
CONTINUATION

<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>	
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. DESTROY upon receipt and validation of the monthly CARS printout-Agent Time Utilization.	<i>NEW ITEM</i>
	<u>CHAPTER D. RECORDS CONTROL SCHEDULE 201 - FIELD RECORDS</u> <u>REGULATORY ENFORCEMENT REGIONAL OFFICE RECORDS</u>	
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. DESTROY immediately.	<i>NC 1-436-77-02</i>
181	Regulatory Information Management System (RIMS) Activity Reports - These are copies of reports submitted to Bureau Headquarters on ATF F 5700.25, or equivalent. DESTROY 3 months after submission.	<i>NEW ITEM</i>
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. DESTROY when 2 years old.	<i>NEW ITEM</i>

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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<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.	<i>NEW ITEM</i>
	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.	<i>NEW ITEM</i>
	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.	<i>NEW ITEM</i>
	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.	<i>NCI-436-77-02</i>
	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.	<i>NCI-436-77-02</i>
	DESTROY immediately. (These records now maintained by the proprietor.)	

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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).