

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-436-82-3	
DATE RECEIVED 9-17-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-30-82 <i>Date</i>	<i>Robert M. [Signature]</i> <i>Archivist of the United States</i>

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
U. S. Treasury Department

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
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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 1 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 9/10/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard K. Ford</i>	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
1.	<p>The records consist of paid invoices and schedules, and paid travel vouchers for fiscal years 1981 and thereafter. The records will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506, with the exception of the reduction ratio, which will be 32:1 because of document size and camera characteristics.</p> <p>Original paper records: Destroy after acceptance of the microfilm.</p> <p>Microfilm copy of paper records: Destroy 6 years, 3 months after the period covered by the account (FPMR 101-11.4, GRS 6, item 1).</p>		<i>2 items</i>

115-107 *Closed out: 10-5-82: cm*
Copy to Agency