

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-436-83-2	
DATE RECEIVED 2-15-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-17-83 <small>Date</small>	<i>Paul H. May</i> <small>Archivist of the United States</small>

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

1 FROM (AGENCY OR ESTABLISHMENT)
Bureau of Alcohol, Tobacco and Firearms

2 MAJOR SUBDIVISION
Administrative Programs Division

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 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 1/28/83	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
	OFFICE OF INTERNAL AFFAIRS		
1.	Investigative Report Files, including exhibits and related correspondence in cases that are adjudicated administratively. DESTROY 10 years final administrative action.	<i>New series</i>	
2.	Investigative Report Files, including exhibits and related correspondence in cases where criminal activity has been found and legal action taken. DESTROY 20 years after final legal action.	<i>New series</i>	

2 item

Mass Data Cleanup Sheet Not Required
NCW sent out 6/6/83 by DMW.
Agency sent out 6/1/83 by DMW *INF sent out 10/18/83 by DMW.*