

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NC1-436-84-2	
DATE RECEIVED 7-18-84 (revision)	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date July 26, '84	Archivist of the United States <i>[Signature]</i>

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 & Distribution Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER  
Bill Mackey

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 7/3/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard K. Hood</i> Howard K. Hood	E. TITLE Chief, Paperwork & Dist. Mgt. Br.
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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>These records are stored at the ATF Bureau Headquarters in Washington, D.C. The National Firearms Registration and Transfer Records (NFRTR) are maintained under the National Firearms Act (NFA), 26 USC 5841 and are considered tax records under 26 USC 6103. There are approx. 30 cubic feet of records per year plus 420 cubic feet of records from previous years maintained by the Bureau. These records consist of registration documents, serial number cards, correspondence, various related documentation, and internal use reference material. These records are referenced on a daily basis for the approval/disapproval of applications of transfer of firearms. They are searched and certifications are provided to other law enforcement agencies for use in prosecution of violations of the NFA. The records are to be microfilmed.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>a. Original paper records that are filmed. Transfer to FRC after acceptance of the film. Destroy <del>five years after transfer</del> when 5 years old.</p> <p>b. Microfilm copies of the NFA tax and registration records.</p> <p>(1) Reference copy to be kept at ATF. (2) Master copy to be retired to FRC when filming complete.</p> <p>DESTROY when twenty-five (25) years old.</p>		

*7-18-84  
change per  
MG of NARS &  
BM of BATF.*

*3 items*

115-107 **NO MASS DATA CHANGE SHEET REQUIRED**

*Agency sent 8-27-84 by DMW.*

*NW.NNF sent 8-30-84 CLD*