

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Treasury Department

2. MAJOR SUBDIVISION

Bureau of Alcohol, Tobacco & Firearms

3. MINOR SUBDIVISION

Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Jack O'Leary

5. TEL EXT

961-7417

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED DEC 4 1974	JOB NO NC - 56-75-3
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 "with drawn" in column 10	
<i>12-26-74</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

11-27-74 Date *Alton Sanderson Jr.* (Signature of Agency Representative) *Chief Info Mgmt Division* (Title)

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 described below are created and accumulated in the field offices of the Bureau of Alcohol, Tobacco & Firearms.</p> <p>Basic Files of Establishments Requalified as of July 1, 1959, or Like Establishments Discontinued Prior to Such Date-These files relate specifically to distilleries, warehouses, etc., required to requalify as distilled spirits plants as of July 1, 1959; to bonded dealers, users of specially denatured spirits, and users of tax-free alcohol required to requalify as of July 1, 1959; and to like establishments or permittees who discontinued business prior to such date. The file includes inactive notices.</p> <p>A. Distilleries, except notices covered in c following.</p> <p><u>Present retention:</u> DISPOSE 22 years after requalification, or 22 years after discontinuance of business, whichever is earlier, provided all outstanding liabilities have been accounted for.</p> <p><u>Proposed retention:</u> No change proposed.</p>	NN 164-168 Item 25	

Copy to Agency & Field 1/10/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

7. Item No.	8. Description of Item (With Inclusive Dates or Retention Period)	9. Sample or Job No.	10. Action Taken
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B. All establishments and permittees
other than distilleries.

Present retention: DISPOSE 22 years after re-qualification, or 5 years after discountinuan-
ce of business, whichever is earlier, provided all
outstanding liabilities have been accounted for.

Proposed retention: DISPOSE 5 years after re-
qualification OR 5 years after discountinuan-
ce of business, whichever is earlier, provided
all outstanding liabilities have been accounted
for.

C. Inactive notices of distilleries.

Present retention: DISPOSE 22 years after super-
seding notice was filed.

Proposed retention: No change proposed.