

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0564-2012-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0564-2012-0001
Schedule Status Returned Without Action

Agency or Establishment Alcohol and Tobacco Tax and Trade Bureau
Record Group / Scheduling Group Records of the Alcohol and Tobacco Tax and Trade Bureau
Records Schedule applies to Major Subdivision
Major Subdivision Advertising, Labeling and Formulation Division
Minor Subdivision Formulation, Malt Beverage and Distilled Spirits Office
Schedule Subject Formulas On-Line System (FONL)
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

Outline of Records Schedule Items for DAA-0564-2012-0001

Sequence Number	
1	Formulas On-Line System (FONL)
1.1	Master Files. Disposition Authority Number: DAA-0564-2012-0001-0001
1.2	Rejected Formulation Applications Disposition Authority Number: DAA-0564-2012-0001-0002

WITHDRAWN – RETURNED WITHOUT ACTION

Records Schedule Items

Sequence Number															
1	<p>Formulas On-Line System (FONL) Formulas Online (FONL) is a web-based application that supports the online submission of applications, along with the routing and processing of submissions and sample analysis requests for beverage and non-beverage alcohol product formula. The intent of this application is to streamline the management process for the three regulatory functions vital to the mission of TTB. The regulatory functions consist of the following compliance approval processes: (i) beverage alcohol formula process and approval, (ii) certificate of label issuance approval (COLA); and (iii) non-beverage product information processes for tax and regulatory compliance.</p>														
1.1	<p>Master Files.</p> <p>Disposition Authority Number DAA-0564-2012-0001-0001</p> <p>The FONL master files consist of formulas submitted for alcohol beverage and non-beverage products. Files include, but are not limited to, Formulas, Pre Import Approval Letter, Laboratory Analysis Reports, Certificate of Label Approval (COLA) issuance, Formula and/or Process for Articles Made with Specially Denatured Spirits (SDA), Formula and Process for Non beverage Products (Drawback), Formula and Process for Non beverage Product Rider (Rider), and related correspondence.</p> <table border="0"><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Withdrawn</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table border="0"><tr><td>Cutoff Instruction</td><td>Cut off file at the end of the year in which business is discontinued.</td></tr><tr><td>Retention Period</td><td>Destroy 15 years after cutoff or when no longer needed for administrative, legal, audit, operational needs, reference or other purposes, whichever is later.</td></tr></table>	Final Disposition	Temporary	Item Status	Withdrawn	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off file at the end of the year in which business is discontinued.	Retention Period	Destroy 15 years after cutoff or when no longer needed for administrative, legal, audit, operational needs, reference or other purposes, whichever is later.
Final Disposition	Temporary														
Item Status	Withdrawn														
Is this item media neutral?	Yes														
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes														
Do any of the records covered by this item exist as structured electronic data?	Yes														
Cutoff Instruction	Cut off file at the end of the year in which business is discontinued.														
Retention Period	Destroy 15 years after cutoff or when no longer needed for administrative, legal, audit, operational needs, reference or other purposes, whichever is later.														

WITHDRAWN – RETURNED WITHOUT ACTION

1.2	Additional Information	
	GAO Approval	Not Required
	Rejected Formulation Applications	
	Disposition Authority Number	DAA-0564-2012-0001-0002
	These files contain rejected formula applications, statement of process, lab analysis, and other related correspondence.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off file at the end of the Calendar Year in which the application is rejected.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
GAO Approval	Not Required	

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0564-2012-0001

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/07/2013	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
08/01/2016	Return Without Action	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

WITHDRAWN – RETURNED WITHOUT ACTION