

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0564-2015-0001**  
Schedule Status                 **Approved**

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                **Alcohol and Tobacco Tax and Trade Bureau**  
Minor Subdivision                **Office of Chief Counsel**  
Schedule Subject                 **Chief Counsel Litigation Case Files**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0564-2015-0001

Sequence Number
-----------------

1
---

Closed Litigation Case Files
------------------------------

Disposition Authority Number: DAA-0564-2015-0001-0001
---

## Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 755 446"><b>Closed Litigation Case Files</b></p> <p data-bbox="373 463 1144 495">Disposition Authority Number . <b>DAA-0564-2015-0001-0001</b></p> <p data-bbox="373 517 1412 623"><b>These files consist of a record of pleadings, evidence, correspondence, memoranda, studies, appraisals, decisions and related documents for closed claims and administrative and/or judicial proceedings.</b></p> <p data-bbox="373 644 917 676">Final Disposition <b>Temporary</b></p> <p data-bbox="373 697 852 729">Item Status <b>Active</b></p> <p data-bbox="373 751 828 783">Is this item media neutral? <b>Yes</b></p> <p data-bbox="373 804 828 921">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b></p> <p data-bbox="373 942 828 1038">Do any of the records covered by this item exist as structured electronic data? <b>Yes</b></p> <p data-bbox="373 1049 1291 1112">GRS or Superseded Authority Citation <b>NC1-436-80-2, Item 235 for TTB only.</b></p> <p data-bbox="373 1144 673 1176"><b>Disposition Instruction</b></p> <p data-bbox="373 1198 1485 1272">Cutoff Instruction <b>Cutoff files at end of the fiscal year during which any claims processing or litigation ended.</b></p> <p data-bbox="373 1293 1421 1400">Retention Period <b>Destroy 7 year(s) after cutoff or when no longer needed for administrative purposes occurs, whichever is later</b></p> <p data-bbox="373 1432 673 1464"><b>Additional Information</b></p> <p data-bbox="373 1495 958 1527">GAO Approval <b>Not Required</b></p>

### 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
01/28/2015	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
03/02/2015	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/31/2015	Submit For Certification	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
03/31/2015	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
10/19/2015	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist