### REQUEST FOR RECORDS DISPOSITION AUTHORITY

#### (See Instructions on reverse)

| TO: National Archives and Records Administration (NWML) |
| 8601 Adelphi Road, College Park, MD 20740-6001 |

| FROM (Agency or establishment) |
| Department of the Treasury |

| MAJOR SUBDIVISION |
| Alcohol and Tobacco Tax and Trade Bureau |

| MINOR SUBDIVISION |
| Office of Acquisition and Facilities Management (OAFM) |

| NAME OF PERSON WITH WHOM TO CONFER |
| Gregory P. Harrod, Sr. |

#### DATE RECEIVED
5/12/09

#### JOB NUMBER
N1-564-09-2

#### NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

#### 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 on the attached [2] pages(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [ ] is not required;
- [x] is attached; or
- [ ] has been requested.

#### SIGNATURE OF AGENCY REPRESENTATIVE

Barbara M. Johnson
Records Officer

#### DATE
05/06/09

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#### ITEM NO.

#### DESCRIPTION OF ITEM OF PROPOSED DISPOSITION

See Attachment
The Office of Acquisition and Facilities Management (OAFM) serves as the Bureau’s point of contact for ensuring quality goods and services are delivered on time to support the Bureau’s programs. OAFM is responsible for developing, directing, coordinating, and evaluating acquisition policies, programs, and procedures to support TTB. OAFM develops acquisition policy and provides guidelines and assistance for all Bureau purchases to ensure government assets and resources are well managed. The OAFM personnel interpret various Federal, Department and Bureau regulations to ensure operational compliance in acquisitions and procurement, purchase card and property management programs.

Description:

The Sunflower System (SS) is the Bureau’s asset management system used by OAFM for all accountable property purchased with public funds and tracks those assets through the life cycle management (acquisition, utilization, and disposal) processes. It also tracks leased property and property transfers. The SS retrieves report data used to support investigations, inspections and financial statement reconciliation including depreciation of capitalized assets. Property managers extract statistical data in response to GAO, Treasury and other external inquiries. SS supports barcode scanning technology equipment in performing inventories.

1. Inputs: Data is manually entered into the system to include, but is not limited to the following forms:
   - New Property Form TTB F 1850.1
   - Request for Transfer/Excess of Property Form TTB F 1850.1
   - Report of Survey TTB F 1850.1
   - Report of Destruction TTB F 1850.2

   Disposition: TEMPORARY.

   A. Hardcopy Records – In accordance with GRS 20, Item 2a(4)
   B. Electronic Records – In accordance with GRS 20, Item 2b

2. Master Files:

   The Sunflower System records the user name, location of property, serial numbers, asset value, cost codes, make and model of property. Information is provided by TTB Property Custodians, the Property Accountable Officer and the System Administrators.

   Cutoff at the end of the fiscal year. Destroy when 10 years old or when the Bureau determines the records are no longer needed for administrative, legal, audit or other operational purposes, whichever is later.

3. Outputs: The system generates, but is not limited to producing the following kinds of documents:
   - Asset Value Reports
   - Organization/Cost Center Reports
   - Individual Employee Reports
   - Make/Model Reports
   - Official Name Reports (i.e. All Laptops)
   - Excel Spread Sheets

   Disposition: TEMPORARY.

   In accordance with GRS 20, Items 12, 13, 15 and 16, as applicable.

(Note: In those cases where the output records exceed the authorities listed for this series, the records are scheduled under other authorities.)
4. System Documentation: Sunflower Administrator and User Guides, Sunflower System Training information from vendor(s) and the Sunflower help desk.

Codebooks, records layouts, user guides and other related materials.

Disposition: TEMPORARY.

In accordance with GRS 20, Item 11a(1).