

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>NI-564-09-4</i>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>5/12/09</i>	
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Headquarters Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P Harrod, Sr.	5 TELEPHONE 202-927-1620	DATE <i>05/12/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>05/06/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara M Gearson</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		

Rockville Laboratory Imaging System (RLIS)

The National Laboratory Center is co-located with the Forensic Science Laboratory of the Bureau of Alcohol, Tobacco, Firearms and Explosives. This center is a state of the art facility, which houses the Beverage Alcohol and Non-beverage Products Laboratories. The Beverage Alcohol Laboratory supports all testing, except routine product integrity and compliance monitoring for beverage alcohol products. The Non-beverage Products Laboratory analyzes and evaluates non-beverage alcohol and tobacco products. The Compliance Monitoring Laboratory is located in the heart of the California wine country. This laboratory provides support to TTB through routine product integrity testing and by monitoring the regulatory compliance of both beverage and non-beverage alcohol products.

System Description:

The Alcohol and Tobacco Laboratories accept completed formula and processes for Non-Beverage Product (NBA) and formula and/or processes for articles made with Specially Denatured Spirits (SDA) paper applications. The Rockville Laboratory Imaging System (RLIS) enables end users to link scanned image documents and correspondence to specific NBA/SDA document information. The RLIS stores SDA formula submissions, related images and information.

1. ~~Inputs:~~

~~Information is received from, but is limited to the following forms and documentation:~~

~~Non-beverage Drawback Formulas (TTB Form 5154 1)
Specially Denatured Alcohol Formulas (TTB F 5150 19)
Correspondence from industry companies~~

~~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:

Includes, but is not limited to: specialty denatured alcohol formula submissions, non-beverage drawback formula submissions, related images, test results and reports, associated company data/information and industry and government correspondence.

Disposition: TEMPORARY.

Delete/Destroy no sooner than 3 years nor later than 6 years and 3 months after company terminates business (as indicated in the IRIS system or other Bureau data management system).

3. ~~Outputs:~~

~~Includes, but is not limited to: statistical reports, image files and formula status progress reports and information~~

~~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:

Codebooks, records layout, user guide, and other related materials

Disposition: TEMPORARY

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