<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM OF PROPOSED DISPOSITION</th>
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</thead>
<tbody>
<tr>
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<td>See Attachment</td>
</tr>
</tbody>
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COLA’s (Certificate of Label Approval) Formula Modernization (CFM)

The Advertising, Labeling and Formulation Division (ALFD):

- Implements and enforces a broad range of statutory and compliance provisions of the Internal Revenue Code (IRC) and the Federal Alcohol Administration (FAA) Act, with regard to the alcohol beverage industry
- Reviews for acceptability offers in compromise for violations of the FAA Act which come within its jurisdiction
- Acts on applications for certificates of label approval and applications for exemption from label approval
- Acts on proposed formulas for distilled spirits and wines to ensure that products are manufactured in accordance with laws and regulations
- Examines statements of process and ingredients filed by importers and proprietors of domestic distilled spirits plants, wineries and breweries for proper tax classification and product label identification
- Coordinates TTB policies relating to labeling and product formulations with TTB Headquarters and field offices, the Administration, the Department of State, foreign governments and industry members
- Advises TTB field personnel, industry members and the consuming public on matters concerning the production, taxation, labeling, importation and distribution of alcoholic beverages in interstate and foreign commerce

Description:

COLA’s (Certificate of Label Approval) Formula Modernization (CFM) is the accurate registry of rejected or withdrawn alcohol beverage Label/Bottle/Formula applications. Additionally, it is also the primary tool used by the Alcohol Labeling and Formulation Division (ALFD) personnel to tracking key information associated with label and formula applications and other alcohol related work items (correspondence, special projects, etc.) CFM Lab is a legacy database that was in use by SSD until superseded in 2007 when LIMS was launched. The database contains Beverage Alcohol Laboratory (BAL) and Tobacco Laboratory data. The BAL used the system as its primary data repository for samples information, data collection, and reporting generation for all of its programs. The Tobacco Laboratory used the system to capture sample submission information and some data.

1. Input:

   Information was entered by SSD personnel with laboratory data which includes method of manufacture, statement of process, brand information, submitter information, laboratory data, and case information

   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:

   CFM Lab was in use from 1987 to April 2007 and included rejected or withdrawn alcohol beverage label/bottle/formula applications. During this timeframe information was entered by SSD personnel. The system contained sample information such as brand names, importer, submitter, producer, vintage, product type, product class, unique sample ID, date received, date completed, origin, program type, alcohol content, and fill volume. It also contained the laboratory data generated, the chemist who performed the tests, and the report narrative

   Disposition: TEMPORARY.

Cutoff when the system is superseded or last entry is entered or when the Bureau determines the records are no longer needed to meet administrative, legal, audit or other operational purposes (whichever is later) Retain for 50 years and destroy.
3. Output:

Produces lab reports and lab worksheets. This output occurs quarterly.

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.)


Disposition: TEMPORARY.

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