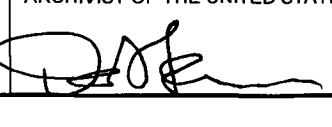



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-564-09-6	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 5/12/09	
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 May 11 2009	ARCHIVIST OF THE UNITED STATES 
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>2</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 05/06/09	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

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)

4. **System Documentation:** Codebooks, records layout, user guide, and other related materials

Disposition TEMPORARY.

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