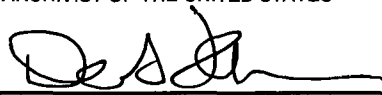
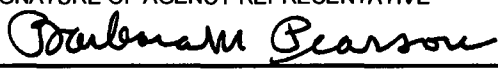


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-564-09-8	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 5/13/09	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 16 June 11	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>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 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

## Lablynx Laboratory Information Management System ( Lablynx LIMS)

The Headquarters Operations/Scientific Services Division (SSD) uses the **Lablynx** Laboratory Information System (**Lablynx** LIMS) to record samples and test results, and provide tracking and reporting information to SSD management and other TTB stakeholders in support of testing performed on alcohol and tobacco products. It also links the records to respective samples and documents the reviews of the research processes related to the samples. (**Records include proprietary information requiring restricted access.**)

### System Description

**Lablynx** LIMS is a web-based application, accessible through the TTB intranet web browser. It is a commercial, off-the-shelf (COTS) product from **LabLynx** and uses an Oracle relational database management system and the regulatory major application database. All hardware and equipment for implementation conforms to TTB Enterprise Architecture (EA) standards.

#### 1. ~~Inputs:~~

~~Inputs include, but are not limited to electronically manufactured documents, statements of process, consumer complaint and enforcement forms, lab data, brand information, and proprietor information.~~

##### ~~Disposition: TEMPORARY~~

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

GRS 20.2

#### 2. Master Files:

Data includes, but is not limited to sample information, data collections, and reports generated for all programs, scanned documents containing proprietary information, methods of manufacture, laboratory reports and lists of ingredients.

##### Disposition: TEMPORARY.

- A Commercial tests

Cutoff when the final entry is entered into the product case file. Destroy **50** years after the final entry is made in the case file or when the Bureau determines the records are no longer needed for administrative, legal, audit or other operational purposes whichever is later.

- B Law enforcement tests

Cutoff when the final entry is entered into the product case file. Destroy **50** years after the final entry is made in the case file or when the Bureau determines the records are no longer needed for administrative, legal, audit or other operational purposes whichever is later.

#### 3. ~~Outputs:~~

~~Include, but are not limited to daily lab worksheets, lab reports, queries, and statistical reports.~~

##### ~~Disposition: TEMPORARY~~

~~In accordance with GRS 20, Item 6 and Item 16.~~

GRS 20.5

#### 4. ~~System Documentation:~~

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

##### ~~Disposition TEMPORARY.~~

GRS 20.11

In accordance with GR: , Item 11a(1)

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

Job No N1-564-09-8  
Item Count: 2

**SUMMARY**

The Department of the Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB) requests disposition authority for the Lablynx Laboratory Information Management System (Lablynx LIMS)

Lablynx LIMS is used to record and track lab samples of alcoholic beverages and tobacco products. Data contained in the system includes, but is not limited to, the submitter's name, list of laboratory samples, and uploaded correspondence. These records have temporary value because they do not document significant actions of Federal officials since the records do not record any punitive actions against individuals or companies for violations.

**RECOMMENDATION**

- 1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified
- 3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
- 4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

**FEDERAL REGISTER NOTICE**

Not required

Required - Publication Data 3/22/11  
Copies Requested 0  
Comments Received 0

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>SM 6/13/11</i> <i>mm 6/13/11</i> <i>for</i>	Appraiser	<i>Lauren Cusler</i>	6/7/11
	ACNR	<i>Lauren v. Zuerch</i>	6-13-2011
	ACN	<i>Julie Reeves</i>	6-14-2011
CONCURRENCES			