REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NWML)
8801 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

NAME OF PERSON WITH WHOM TO CONFER

Gregory P. Harrod, Records Manager

DATE RECEIVED

12/16/10

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request, including amendments, is approved except for items that may be marked ‘disposition not approved’ or ‘withdrawn’ in column 10.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 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; is attached; or has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE

12/14/2010

Barbara M. Pearson

TITLE

Records Management Officer

INACTIVE - ALL ITEMS SUPERSEDED

See Attachment
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item of Proposed Disposition</th>
<th>GRS or Superseded Job Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training Curriculum Materials and Associated Information Case Files.</td>
<td>Superseded by: DAA-0584-203-0005-001</td>
</tr>
<tr>
<td></td>
<td>These files contain training texts and guides used by instructors and participants and presentation materials developed and used to train and/or convey knowledge and information on Bureau programs, activities and functions to Bureau staff and employed contractors.</td>
<td>DATE (MM/DD/YYYY): 09/22/2014</td>
</tr>
<tr>
<td></td>
<td><strong>DISPOSITION: TEMPORARY.</strong> Cutoff at the end of the calendar year. Retain for 10 years or when superseded, obsolete or when no longer needed for administrative purposes, whichever is later.</td>
<td>Note: This series does not apply to training administrative records such as training requests, course critiques, evaluations and after action/training reports that are scheduled under GRS 23, Item 1.</td>
</tr>
</tbody>
</table>

**NC1-436-80-2, Item 5a**
**N1-436-80-2, Item 5b**
**N1-436-00-2, Item 1b**
**N1-436-00-2, Item 1c**
**NC1-436-80-2, Item 6a**