

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0436-2012-0011

Status: INACTIVE
Date Approved: 07/10/2015

General Information

Agency or Establishment	Bureau of Alcohol, Tobacco, Firearms and Explosives
Record/Scheduling Group	0436 - Records of the Bureau of Alcohol, Tobacco, Firearms, and Explosives
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Science and Technology (OST)
Minor Subdivision	Financial Investigative Services Division (FISD)
Schedule Subject	4TRACS
Additional Schedule Information	4Tracs is a Microsoft Access database used to track the time and related information about cases worked by the Forensic Auditors in the Office of Science and Technology (OST), Financial Investigative Services Division (FISD). There are two parts of the 4Tracs database: one is to collect specific data about the cases worked; and the other is to track time spent working cases. Users (Forensic Auditors in the Office of Science and Technology – FISD) manually input the information into the system via a secure link to the ATF internal enterprise network. The information that is collected within the 4TRACS program is used by ATF management for the following: • Aiding in the creation of Performance Evaluations for the staff of the OST – FISD; • Informing management of the accomplishments of the OST - FISD; • Tracking information on how long cases take to work, distribution of the workload for the cases and the status of the cases, i.e., how far along they are in the investigative process; and • Tracking investigative case information.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0436-2012-0011

Item #	Title	Disposition
0001	Database Master File	Temporary
0002	Special Reports	Temporary

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Records Schedule Items

DAA-0436-2012-0011-0001		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Database Master File	
Item Description	Master File is maintained in case number order and contains the following information: - case information such as the investigative case number, Agent and Prosecutor names, relevant case dates, and grand jury, plea, trial and sentencing information, time spent on cases and administrative duties. Inclusive dates of records in the system: June 2003 to present.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Decommissioned 3/1/2023/Superseded by DAA-0436-2018-0001 on 06/16/2026.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off cases at the end of the fiscal year in which the case is closed.	
Retention Period	Destroy 10 year(s) after Cut off.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0436-2012-0011-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Special Reports	
Item Description	Time reports for individual use, statistical reports based on different periods, and results of adhoc queries can be printed or exported from 4Tracs.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Decommissioned 3/1/2023/Superseded by DAA-0436-2018-0001 on 06/16/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff reports and spreadsheets at the end of the fiscal year in which they are produced.
Retention Period	Destroy when no longer needed
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	07/10/2015