

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS. These items may no longer be used to disposition records.**

They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

**NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.**

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

**(P) Permanent - item with permanent disposition**

**(T) Temporary - item with temporary disposition**

ITEM	STATUS	WHY INACTIVE
a	(T) Inactive	All records were destroyed. No more will be created. Decommissioned 3/16/2012
b	(T) Inactive	All records were destroyed. No more will be created. Crossed out. Superseded by GRS 5.1, item 020
c	(T) Inactive	All records were destroyed. No more will be created. Crossed out. Superseded by GRS 5.1, item 020
d	(T) Inactive	All records were destroyed. No more will be created. Decommissioned 3/16/2012
e	(T) Inactive	All records were destroyed. No more will be created. Crossed out. Superseded by GRS 5.1, item 020

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

FROM (Agency or establishment)

~~Bureau of Alcohol, Tobacco, Firearms and Explosives~~  
MAJOR SUBDIVISION

Office of Enforcement Programs and Services  
MINOR SUBDIVISION

National Training Center Division

NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Michelle Thomas

202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-436-07-6

DATE RECEIVED

7/26/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

4/15/07

*Ala Went*

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 \_\_\_ page(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

TITLE

JUL 19 2007

*Jalbi White*

**ATF  
Records Officer**

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

1 Online LEAD System (OLL) (see attached)  
Privacy Act and Justice/ATF system of records .003, .008  
and .009.

*All 4/14/08 copies sent to Agency, NWMD, NWMU, NR, NWC*

Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Enforcement Programs and Services  
National Training Center Division

**Online LEAD System (OLL)**

**Description of system:** OLL is a replication of information that is contained in the Firearms Tracing System (FTS). The system provides ATF agents and field investigators access to firearm traces; multiple sale records; identities of firearms traffickers; straw purchasers; and Firearms Licensees that may be involved in illegal firearms trafficking.

**a. Master File.** Records are dated 1968 to Present. OLL is composed of information from firearm descriptions (serial number, manufacturer, model, type, caliber, etc.); recovery addresses; requesting agency; information on individuals; who purchased, possessed or were associated with the recovery of a traced firearm; Federal Firearms Licensees (FFL's) who were involved in a traced firearms chain of custody; the crime that was associated with the traced firearm; and other administrative data extracted from FTS.

DELETE WHEN 10 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.

**b. Back-up copies of master file.** Backup copies of the Master File are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data. Information is updated on an "as required" basis.

DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICHEVER IS LATER.  
(GRS 24, Item 4a (2))

**c. Input Records** (electronic). OLL is updated daily with firearms traces and multiple sale records from FTS.

DESTROY WHEN THE AGENCY NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES, WHICHEVER IS LATER. (GRS 20, Item 6)

**d. Output Records.** Ledgers, registers, and statistical reports are generated on an as needed basis.

DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

**e. System Documentation.** Functional requirements document, user's manual, test plan, Risk Assessment Plan, System Security Plan, Contingency Plan and SVD.

DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF THE RELATED MASTER FILE OR DATABASE. (GRS 20, Item 11a)