

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

[illegible]

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-436-95-1	
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		DATE RECEIVED 4/20/95	
2. MAJOR SUBDIVISION Office of Regulatory Enforcement		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Product Compliance Branch		DATE 2-6-96 ARCHIVIST OF THE UNITED STATES John W. Paul	
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Spear			
5. TELEPHONE 202-927-7776			

6 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 3/23/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	RCS 301, Item 54. <u>Certificate of Label Approval (COLA)</u>. (1) A complete record of all certificates of label approval which have been approved, and (2) vendor files which list industry members who have applied for or who anticipate filing a COLA. a. <u>Master File</u>. Records dated 1979 to present. DISPOSITION. TEMPORARY. TRANSFER INFORMATION TO DISKS PERIODICALLY. DESTROY WHEN 30 YEARS OLD. b. <u>Input Records</u>. Original paper label applications and permits and/or registrations approved by the regions. DISPOSITION. THESE RECORDS ARE ALREADY SCHEDULED UNDER ATF RCS 101, ITEM 170A.	GRS-23, item 8 GRS-20, item 9	<i>Yvonne Spear was notified that these items are covered by the GRS.</i> <i>MWD 6/15/95</i>
	c. <u>Output Records</u>. Computer printouts requested by industry members and inspectors. Printouts used as workpapers until the investigations are complete. DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.		

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Product Compliance Branch
Certificate of Label Approval (COLA)

8. Description of Item and Proposed
Disposition

9. GRS or Superseded
Job Citation

10. Action
Taken (NARA
Use Only)

~~d. System Documentation.~~

~~Record Layout and Codebook.
Stored on CD.~~

GRS 20, item 11

~~DISPOSITION. DESTROY WHEN OBSOLETE
OR WHEN MASTER FILE IS DESTROYED,~~

*mtw
8/15/95*