

Request for Records Disposition Authority

Records Schedule Number DAA-0436-2012-0005

Schedule Status Approved

Agency or Establishment Bureau of Alcohol, Tobacco, Firearms, and Explosives

Record Group / Scheduling Group Records of the Bureau of Alcohol, Tobacco, Firearms, and Explosives

Records Schedule applies to Major Subdivision

Major Subdivision Office of Enforcement Programs and Services

Minor Subdivision Firearms and Explosives Services Division

Schedule Subject Fingerprint Card Submission System (FCSS)

Internal agency concurrences will be provided No

Background Information FCSS is used to support the processing of all applications for firearms and explosives licenses and permits by sending applicant fingerprints to the FBI electronically rather than mailing fingerprint cards via the US Postal Service. Results are returned by FBI within 30 minutes, thereby expediting the processing of applications. Applicant fingerprint cards are scanned as images and biographic data from the cards are entered manually into the database. Results of the fingerprint trace are also stored in the database for future reference.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0436-2012-0005

Sequence Number	
1	Fingerprint Card Submission System (FCSS)
1.1	Master File
	Disposition Authority Number: DAA-0436-2012-0005-0001

Records Schedule Items

Sequence Number																	
1	<p>Fingerprint Card Submission System (FCSS)</p> <p>FCSS is used to send the fingerprints to FBI and get the status within 30 minutes. FCSS is designed to fully support ATF's fingerprint submission needs rather than using the US Postal Service to send fingerprint cards to the FBI. Information entered into the system is sent to the FBI electronically for criminal background checks and FBI record comparison. Results that are received from the FBI are used to determine the issuance/non-issuance of licenses and permits, or approval/denial of applications. Original fingerprint cards and FBI trace results are stored in the application case file.</p>																
1.1	<p>Master File</p> <p>Disposition Authority Number DAA-0436-2012-0005-0001</p> <p>The master file is maintained and arranged by assigned numeric value based upon an assigned barcode number. Each record contains an image of the scanned fingerprint card, as well as applicant biographic information such as first, middle and last name, gender, race, eye color, hair color, height, weight, place of birth, date of birth, and date fingerprinted. The results of the trace provided by FBI are appended to the record. Records in the database contain Personally Identifiable Information (PII) and Law Enforcement Sensitive Information, which are exempted from public disclosure, pursuant to the Privacy Act of 1974 and the 1974 amendments to the Freedom of Information Act respectively.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>No</td></tr><tr><td>Explanation of limitation</td><td>Electronic database record.</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cutoff database records when application processing is completed.</td></tr><tr><td>Retention Period</td><td>Destroy after 25 years, or when no longer needed for legal purposes, whichever is later.</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	Electronic database record.	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cutoff database records when application processing is completed.	Retention Period	Destroy after 25 years, or when no longer needed for legal purposes, whichever is later.
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Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/24/2013	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
07/07/2015	Submit for Concurrency	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist