

Request for Records Disposition Authority

Records Schedule Number **DAA-0436-2013-0002**

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 **Automated Criminal History Check (ACHC)**

Internal agency concurrences will be provided **No**

Background Information **System Title: Automated Criminal History Check (ACHC)**
Background Information:
The ACHC application is an online database system used by National Firearms Act (NFA), Federal Explosives Licensing Center (FELC), and Federal Firearms Licensing Center (FFLC) staff to conduct background investigations on people applying for firearms or explosives licenses and permits, or NFA weapons registrations, in order to determine if an application for a firearms license, explosives license, explosives permit, or NFA application should be "approved" or "denied." The ACHC application processes requests for criminal history checks with various external Federal agencies including the Federal Bureau of Investigation (FBI), Bureau of Customs and Border Protection (CBP), Treasury Enforcement Communications System (TECS) checks, and Department of Justice (DOJ), National Crime Information Check (NCIC) and National Law Enforcement Telecommunication System (NLETS). The database contains personally identifiable information (PII) restricted from disclosure by the Privacy Act of 1974. The ACHC application was introduced to production Nov. 6, 2010.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2013-0002

Sequence Number

1

Master Database File:

Disposition Authority Number: DAA-0436-2013-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Master Database File:</p> <p>Disposition Authority Number DAA-0436-2013-0002-0001</p> <p>The ACHC database contains applicant background request submissions, criminal history queries, and external agencies search results. By using simple queries, users can query based on Calling User ID, Request ID, SSN, RDS Key, Control Number, Requester's Name/Fingerprint Code and Request Date. These are known as the ACHC query types. From the query results screens the users can scroll through the results and by clicking on the REQUEST ID which links to the detail screen the user can view all of the data available for that request record. The end user has the capability of obtaining the external Federal agency results of the Criminal History Check based on Fingerprint Card Code, Results Description, RDS Key, Control Number and Date Search criteria.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic Database master file.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close record content when it is superseded, obsolete, or no longer needed for Bureau operations or administration. Cut off closed content at the end of the fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
03/22/2013	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
06/30/2015	Return for Revision	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/15/2015	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
07/16/2015	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
08/20/2015	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist