

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0436-2016-0002**

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 Ammunition Technology Division (FATD)**

Schedule Subject      **Firearms Marking Variance**

Internal agency concurrences will  
be provided      **No**

Background Information      **Records of firearms marking variances by ATF.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**



## Outline of Records Schedule Items for DAA-0436-2016-0002

Sequence Number
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1
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Firearms Marking Variance
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Disposition Authority Number: DAA-0436-2016-0002-0001
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## Records Schedule Items

Sequence Number																	
1	<p><b>Firearms Marking Variance</b></p> <p>Disposition Authority Number      DAA-0436-2016-0002-0001</p> <p>Licensed firearms manufacturers must obtain a marking variance in order to mark and produce frames or receivers on behalf of another licensed manufacturer. Variances may be requested by letter or by submission of ATF E-Form 3311.4, Application for Alternate Means of Identification of Firearm(s) (Marking Variance). Approved marking variances are retained by Firearms and Ammunition Technology Branch to assist Federal, State, and local law enforcement agencies in determining whether recovered, stolen, or abandoned firearms have been transported through interstate commerce. This information can be used to assist investigators in determining the origin and identification of firearms as well as apprehending criminals.</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>Yes</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><b>Disposition Instruction</b></p> <table><tr><td>Cutoff Instruction</td><td>Cut off when no longer needed for ATF business purposes.</td></tr><tr><td>Retention Period</td><td>Destroy 3 year(s) after cutoff</td></tr></table> <p><b>Additional Information</b></p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	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	Cut off when no longer needed for ATF business purposes.	Retention Period	Destroy 3 year(s) after cutoff	GAO Approval	Not Required
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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
07/22/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
10/28/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/28/2016	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
11/01/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
01/24/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
01/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist