

## Request for Records Disposition Authority

Records Schedule Number      DAA-0436-2016-0003  
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 (EPS)  
Schedule Subject                Industry Correspondence  
Internal agency concurrences will be provided      No

Background Information      The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is responsible for regulating the manufacturing and other activities of companies in the firearms, ammunition, and explosives industries. ATF often receives correspondence, inquiries, requests for information, and other communications of a general nature from members of these industries, not related to specific business actions between ATF and the industry member.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

Outline of Records Schedule Items for DAA-0436-2016-0003

Sequence Number	
1	General Industry Correspondence Disposition Authority Number: DAA-0436-2016-0003-0001
2	Industry Correspondence Subject File Disposition Authority Number: DAA-0436-2016-0003-0002

## Records Schedule Items

Sequence Number	
1	<p><b>General Industry Correspondence</b></p> <p>Disposition Authority Number      DAA-0436-2016-0003-0001</p> <p>Communication of a general nature from individuals or companies in the firearms, ammunition, or explosives industry that requires a response from ATF. Includes original communications and copy of response for routine inquiries for information such as photographs, drawings, patented information, tax information, firearm license(s), import permit(s), applications, government/military contract information, and similar matters. Does not include communications related to specific regulatory, licensing, investigatory, or other business actions between ATF and the industry member, which are maintained in appropriate case files</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?              Yes</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?                      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year.</p> <p>Retention Period                      Retain 10 years after cutoff. Prior to disposal, screen records for any items of a precedential nature or other continuing significance, and move these items to an appropriate Industry Correspondence Subject File. Destroy or delete the remaining items.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Industry Correspondence Subject File</b></p> <p>Disposition Authority Number      DAA-0436-2016-0003-0002</p> <p>Copies of general industry correspondence or communications and ATF replies that are arranged and maintained by topic or subject matter. Files provide perspectives over time regarding topics, events, companies, industry practices, procedures, and similar subjects related to ATF-regulated industries. Files are</p>

established and maintained by program officials as needed to facilitate reference to topics of interest.

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? No

**Disposition Instruction**

Cutoff Instruction Cutoff when no longer needed

Retention Period Destroy 3 year(s) after cutoff

**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
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	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
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