Records Schedule: DAA-0436-2016-0005

Request for Records Disposition Authority

Records Schedule Number

DAA-0436-2016-0005

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 Subdivsion

Major Subdivision

Office of Enforcement Programs and Services (EPS)

Minor Subdivision

Firearms and Explosives Services Division (FESD)

Schedule Subject

Importation Records

Internal agency concurrences will

be provided

No

Background Information

This schedule revises the cutoff and retention of records related to the importation of firearms and ammunition to conform to current

business requirements and procedures.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items		Number of Withdrawn Disposition Items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

GAO Approval



Outline of Records Schedule Items for DAA-0436-2016-0005

Sequence Number	
1	Importation Records
1.1	ATF F 6 Part I, ATF F 6 Part II, ATF F 6A, ATF F 4522, and similar documents. Disposition Authority Number: DAA-0436-2016-0005-0001
1.2	ATF F 4587, Application to Register as an Importer of U.S. Munitions Import List Articles Disposition Authority Number: DAA-0436-2016-0005-0002

Records Schedule Items

2 mars Norther				
Sequence Number				
1	Importation Records			
1.1	ATF F 6 Part I, ATF F 6 Part II, ATF F 6A, ATF F 4522, and similar documents.			
	Disposition Authority Number	DAA-0436-2016-0005-0001		
	These files consist of ATF F 6, Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War; ATF F 6, Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (For Use by Members of the U.S. Armed Forces); ATF F 6A, (5330.3C), Release and Receipt of Imported Firearms, Ammunition and Implements of War; ATF F 6NIA (5330.3D), Application/Permit for Temporary Importation of Firearms and Ammunition by Nonimmigrant Aliens; ATF F 4522, International Import Certificate, and predecessor or similar forms.			
	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		
	GRS or Superseded Authority Citation	DAA-0436-2012-0009-0001		
·	Disposition Instruction			
	Cutoff Instruction	Close and cut off when no longer needed.		
	Retention Period	Destroy 3 year(s) after cutoff		
	Additional Information	·		
GAO Approval Not F		Not Required		
1.2	ATF F 4587, Application to Register as an Importer of U.S. Munitions Import Lis Articles			
	Disposition Authority Number DAA-0436-2016-0005-0002			
	ATF F 4587, Application to Register as an Importer of U.S. Munitions Import List Articles, and predecessor or similar forms.			
	Final Disposition	Temporary		
Electronic Boronde Archiv		Page 3 of 7 DDE Created on: 03/01/201		

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 email and word processing? No

GRS or Superseded Authority

Citation

DAA-0436-2012-0009-0002

Disposition Instruction

Cutoff Instruction Cut off at and of the calendar year

Retention Period Destroy 10 year(s) after cutoff

Additional Information

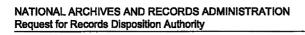
GAO Approval Not Required

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	Ву	Title	Organization
08/22/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
10/28/2016	Return for Revisio n	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/28/2016	Submit For Certific ation	Gregory Schildmeyer	Contractor	Bureau - Bureau
11/01/2016	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
01/18/2017	Return for Revisio n	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/18/2017	Submit For Certific ation	Gregory Schildmeyer	Contractor	Bureau - Bureau
01/18/2017	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
02/23/2017	Submit for Concur rence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/24/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/24/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces



Records Schedule: DAA-0436-2016-0005

02/27/2017	Approve	David Ferriero	Archivist of the Unite	Office of the Archivist -
			d States	Office of the Archivist