

Request for Records Disposition Authority

Records Schedule Number DAA-0436-2018-0004

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 Agency-wide

Schedule Subject National Integrated Ballistic Information Network (NIBIN) System

Internal agency concurrences will be provided Yes

Background Information The National Integrated Ballistic Information Network (NIBIN) is a national data bank of firearm bullet and cartridge identifying information gathered from crime scene shooting evidence and test fires of firearms submitted by federal, state, and local law enforcement agencies using the Integrated Ballistics Imaging System (IBIS) Bullet and cartridge image data and related incident metadata are entered into NIBIN where the data can be cross-referenced, analyzed, compared, and cataloged by the Enforcement Support System (NESS), which can then be referenced to provide law enforcement agencies with investigative leads

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0436-2018-0004

Sequence Number	
1	Digital Images of Evidence Disposition Authority Number DAA-0436-2018-0004-0001
2	Digital Images of Test Fires Disposition Authority Number DAA-0436-2018-0004-0002
3	NESS Incident Records Disposition Authority Number DAA-0436-2018-0004-0003

Records Schedule Items

Sequence Number	
1	<p>Digital Images of Evidence</p> <p>Disposition Authority Number DAA-0436-2018-0004-0001</p> <p>Digital images of fired bullets and cartridge cases from crime scenes In addition to the digital images, metadata is entered into the system for each corresponding digital image The metadata consists of, but is not limited to, Originating Agency Identifier (ORI), date entered, event type, and case number</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records exist exclusively in electronic form</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>GRS or Superseded Authority Citation N1-436-09-001 / 1A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year</p> <p>Retention Period Destroy 10 year(s) after cutoff or when no longer needed for law enforcement purposes occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Digital Images of Test Fires</p> <p>Disposition Authority Number DAA-0436-2018-0004-0002</p> <p>Digital images of bullets and cartridges collected from fire arm test fires conducted by law enforcement officers In addition to the digital images, metadata is entered into the system for each corresponding digital image The metadata consists of, but is not limited to, Originating Agency Identifier (ORI), date entered, event type, and case number</p> <p>Final Disposition Temporary</p>

Item Status	Active
Is this item media neutral?	No
Explanation of limitation	These records exist exclusively in electronic form
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	N1-436-09-001 / 1B

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the calendar year
Transfer to Inactive Storage	Move offline 5 years after cutoff
Retention Period	Destroy 10 year(s) after cutoff or when no longer needed for law enforcement purposes occurs, whichever is later

Additional Information

GAO Approval	Not Required
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NESS Incident Records

Disposition Authority Number	DAA-0436-2018-0004-0003
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Records of law enforcement reports of crimes involving firearms which include data about the specific incident that occurred, information gathered at the time of the event, and information generated after the incident. Records include National Integrated Ballistic Information Network data and information from evidence and test fires, acquisitions of ammunition, minimal trace data, generated lead data, and persons, vehicles, and locations involved.

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	N1-436-08-008
Disposition Instruction	
Cutoff Instruction	Cutoff end of the year when incident closed
Retention Period	Destroy 10 year(s) after cutoff or when no longer needed for law enforcement purposes, which ever is later
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
01/24/2019	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
02/04/2019	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/24/2019	Submit For Certification	Rachel Vera	Records Management Staff	Bureau of Alcohol, Tobacco, Firearms, and Explosives - Office of Science and Technology
06/24/2019	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
01/14/2020	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist