

Request for Records Disposition Authority

Records Schedule Number DAA-0436-2019-0002
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 Science and Technology
Minor Subdivision Laboratory Services Division
Schedule Subject Forensic Science and Fire Research Laboratories Case Files
Internal agency concurrences will be provided No

Background Information ATF Laboratory Services Division provides scientific testing and information needed by ATF to reduce violent crime and protect the public. The ATF Laboratory Services Division comprises Forensic Science Laboratories currently located in Atlanta, GA; Walnut Creek, CA and Ammendale, MD. The Fire Research Laboratory (FRL) is co-located with the Forensic Science Laboratory in Ammendale. The laboratories examine evidence from cases in which ATF has a preliminary or open investigation. The services provided to laboratory clients include examination and analyses of explosives, fingerprints, DNA, and trace evidence; questioned document examination; firearm and toolmark examination; and fire debris examination and analyses, as well as scientific support in determining fire origin and cause. Once the examination and analysis of evidence has been completed, a report is provided to the requesting client and the evidence is returned.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2019-0002

Sequence Number	
1	Laboratory Case Records Disposition Authority Number: DAA-0436-2019-0002-0001

Records Schedule Items

Sequence Number																	
1	<p data-bbox="360 414 711 446">Laboratory Case Records</p> <p data-bbox="360 468 1133 500">Disposition Authority Number DAA-0436-2019-0002-0001</p> <p data-bbox="360 521 1487 1181">Forensic Science Laboratory case records: Case files containing transmittal documents, shipping and receipt documents, the evidence control card, communications log, and case record action sheet. Also included are intra-laboratory evidence chain of custody records, documentation of the laboratory tests conducted, standards and controls used, diagrams, data printouts, photographic and video documentation, references, observations, communications, the results of testing and examination, and a copy of the laboratory report(s) created for the requesting client. Fire Research Laboratory case records: Case files containing case activities and communications logs, the supplemental information log, the evidence control card, intra-laboratory evidence chain of custody records, investigative information and reports, submitted photographic and video documentation, shipping and receipt documents, information about instrumentation used, including video and still photography, the experiments and tests conducted in support of the case, standards and controls used, diagrams, data printouts, photographs, references, observations, communications, the case examiner analysis and supporting documentation, the results of testing and examination, and a copy of the laboratory report(s) created for the requesting client.</p> <table data-bbox="360 1202 909 1670"> <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> <tr> <td>GRS or Superseded Authority Citation</td><td>NC1-436-80-002 / 169</td></tr> </table> <p data-bbox="360 1702 657 1734">Disposition Instruction</p> <table data-bbox="360 1755 1331 1851"> <tr> <td>Cutoff Instruction</td><td>End of calendar year final report is issued.</td></tr> <tr> <td>Retention Period</td><td>Destroy 50 year(s) after cutoff.</td></tr> </table> <p data-bbox="360 1883 657 1915">Additional Information</p>	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	NC1-436-80-002 / 169	Cutoff Instruction	End of calendar year final report is issued.	Retention Period	Destroy 50 year(s) after cutoff.
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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
06/24/2019	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
06/26/2019	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/26/2019	Submit For Certification	Rachel Vera	Records Management Staff	Bureau of Alcohol, Tobacco, Firearms, and Explosives - Office of Science and Technology
06/27/2019	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
10/28/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/04/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist