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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | LEAVE BLANK (NARA use only)   |  |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001  |  | JOB NUMBER <i>NI-436-05-1</i>   |  |
| 1 FROM (Agency or establishment)<br>Bureau of Alcohol, Tobacco, Firearms & Explosives   |  | Date Received<br><i>Oct. 1, 2004</i>  |  |
| 2 MAJOR SUB DIVISION<br><i>Office of Professional Responsibility and Sec. Ops.</i>  |  | NOTIFICATION TO AGENCY  |  |
| 3 MINOR SUBDIVISION<br>Investigations Division  |  | In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><i>Yvonne Johnson</i>   | 5 TELEPHONE<br><i>202-927-7776</i>                                     | DATE<br>/   | ARCHIVIST OF THE UNITED STATES<br>WITHDRAWN <i>12/3/04</i> |
| <p>6 AGENCY CERTIFICATION</p> <p>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 on the attached <u>1</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p> |  |   |  |
| DATE<br><i>9-28-04</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jackie White Jackie White</i> |   | TITLE<br>ATF Records Officer                               |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                         | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)                            |
| See attached sheets   |  |   |  |
| <p><del>ATF RCS 101, item <u>65</u>. Incident Report Files Containing Information on Allegations. These files contain information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files which may prove useful in Inspector General investigations.</del></p> <p><del>DESTROY WHEN 5 YEARS OLD.</del></p> <p><i>cc Agency</i></p>  |  |   |  |

Electronic Mail and Word Processing System Copies

Electronic copies of records created on electronic mail and word processing or other electronic systems and used solely to generate a record keeping copy of the records covered by the other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing and other electronic systems that are maintained for updating, revision, or dissemination.

- a. Copies having no further administrative value after the recordkeeping copy has been produced - including copies maintained by individuals in personal files, personal electronic files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.