

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Bureau of Alcohol, Tobacco, Firearms, and Explosives

2. MAJOR SUBDIVISION

Office of Enforcement Programs and Services

3. MINOR SUBDIVISION

Firearms, Explosives, and Arson Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Michelle Thomas

5. TELEPHONE

202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-436-05-4

DATE RECEIVED

January 5, 2005

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

12/13/04

ARCHIVIST OF THE UNITED STATES

Ala Weinst

6. 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 on the attached 1 page(s) are not now needed 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,



is not required;



is attached; or



has been requested.

DATE

12/13/04

SIGNATURE OF AGENCY REPRESENTATIVE

Jackie White

TITLE

ATF Records Officer

7. ITEM NO.

1

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

ATF RCS 101, Item 126, Chief Law Enforcement Officer Files (CLEO). (See attached)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

cc Agency NA NWMWA, NWCTC

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Enforcement Programs and Services
Firearms, Explosives, & Arson Services Division

ATF RCS 101, Item 126, Chief Law Enforcement Officer Files (CLEO). These records contain current names, addresses and telephone numbers of Federal, State, and Local Chief Law Enforcement Officers (CLEO) for notification semi-annually of the current firearm licensee population in their jurisdictions.

CUT OFF AT THE END OF CALENDAR YEAR. DESTROY 10 YEARS AFTER CUTOFF.

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.

* This item is added to cover copies of CLED files in this schedule... w/ concurrence of agency.

TT

7/7/05