

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

National Tracing Center Division

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Michelle Thomas

202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-436-05-5

DATE RECEIVED

2/7/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

9/16/05

ARCHIVIST OF THE UNITED STATES

John L. ...

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

1-26-05

SIGNATURE OF AGENCY REPRESENTATIVE

Jackie White

TITLE

ATF Records Officer

7
ITEM
NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)1 ATF RCS, Item 145, Out of Business Records Imaging (OBR)
(See attached)

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Enforcement Programs and Services
National Training Center Division

ATF RCS 101, Item 145, Out of Business Records Imaging (OBR). OBR is a system used to simplify the process and decrease the amount of time it takes to trace a firearm that was sold by a licensed Federal Firearm's Dealer that has gone out of business and submitted their records to the National Tracing Center (NTC), Out of Business Records (OOB) section.

- a. Master File. These records contain information on firearms such as: license numbers, serial numbers, caliber/type of weapon, and dates weapons are sold by the OOB dealer.

DISPOSITION. TEMPORARY. DESTROY WHEN 50 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.

- b. Input (Paper Records). Paper records, which consist of firearms information gathered from ATF F 4473 (Firearms Transaction Record), acquisition, and disposition forms entered on a daily basis.

~~DISPOSITION. RECORDS ARE ALREADY SCHEDULED UNDER ATF RCS 201, ITEM 141 A.~~

- c. Output Records. In-house statistical reports are generated by the system periodically to contract and National Tracing Center management.

DISPOSITION. TEMPORARY. DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.

- d. System Documentation. Electronic copies include: functional requirements, internal design, and external design documents; implementation, data conversion, and test plans, users and maintenance manuals.

DISPOSITION. TEMPORARY. DESTROY WHEN SYSTEM IS OBSOLETE OR SUPERSEDED.

- e. Electronic Mail and Word Processing System Copies. Records created and received on electronic mail and word processing systems, and used to generate a record keeping copy. Also, includes electronic records maintained for updating, revision or dissemination.

1. Records that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, and personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the record keeping copy.

DISPOSITION. TEMPORARY. DESTROY/DELETE AFTER RECORDKEEPING COPY IS GENERATED AND PLACED IN A RECORDKEEPING SYSTEM.

2. Records used for dissemination, revision, or updating.

DISPOSITION. TEMPORARY. DESTROY/DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETE.

NC-436-92-1
Already scheduled -
Disposition
approval not
required.
2/17/05
TMT

**ATF Systems of records: ATF-003--(Criminal Investigation Report System), ATF-008 (Regulatory Enforcement Records System), ATF-009 (Technical and Scientific Services Record Systems)