

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment)

Bureau of Alcohol, Tobacco, Firearms and Explosives  
MAJOR SUBDIVISION

Office of the Director  
MINOR SUBDIVISION

Executive Secretariat

NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Michelle Thomas

202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-436-071

DATE RECEIVED

7/26/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

11/27/08

ARCHIVIST OF THE UNITED STATES

Alvin W. Smith

## 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 \_\_\_\_\_ 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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

**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SUPERSEDED  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)

- 1 Correspondence Tracking Management System (Capitol Correspond)  
(see attached) Privacy Act and part of Department wide  
system of records DOJ 003.

Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of the Director  
Executive Secretariat

**Correspondence Tracking Management System (Capitol Correspond)**

**Description of the System.** The Correspondence Tracking Management System (Capitol CORRESPOND) is an electronic database that tracks and maintains copies of incoming communications and responses to Congressional inquiries and other correspondence pertaining to retirements, commendations, deaths, births, thank - you notes, and other direct correspondence requested by the Director.

**a. Master File.** Records are dated 1998 – Present. The system contains names and addresses from letters received, copies of outgoing replies, congressional letters and the Director's personal letters and memos.

DELETE WHEN 5 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE,  
WHICHEVER IS LATER.

~~**b. Back-up copies of master file.** Backup copies of the Master File are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data.~~

~~DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP  
IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR  
SYSTEM RESTORATION, WHICHEVER IS LATER. (GRS 24, Item 4a (2))~~

~~**c. Input Records (paper).** Incoming correspondence and response documents.~~

~~DESTROY AFTER INFORMATION HAS BEEN CONVERTED TO AN  
ELECTRONIC MEDIUM AND VERIFIED OR NO LONGER NEEDED FOR  
REFERENCE PURPOSES, WHICHEVER IS LATER. (GRS 20, Item 2 (a))~~

~~**d. Output Records.** Statistical reports that list outstanding and overdue letters. Reports are distributed to various directorates for preparation of letters.~~

~~DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR  
AGENCY USE, WHICHEVER IS LATER. (GRS 20, Item 6)~~

~~**e. System Documentation.** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, etc., related to a master file or database.~~

~~DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION  
OF THE RELATED MASTER FILE OR DATABASE. (GRS 20, Item 11a)~~