

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-436-07-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 6.3, item 010 (DAA-GRS-2017-0009-0001)

Agency concurred in this supersession by email, 9/22/2021.

Date Reported: 09/23/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**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 Science and Technology

3. MINOR SUBDIVISION

Information 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-436-07-4

DATE RECEIVED

8/10/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8/28/07

ARCHIVIST OF THE UNITED STATES

Al W. Winters

## 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

8/6/2007

SIGNATURE OF AGENCY REPRESENTATIVE

Robert J. Feltner

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SUPERSEDED  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

Mercury Flashline Governance System (MFGS) (see attached)

Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Science and Technology  
Information Services Division

**Mercury Flashline Governance System (MFGS)**

**Description of System:** MFGS evaluates the impact of assigning greater or lesser value to certain IT projects with the ability to identify and track risks and risk mitigation; produces a variety of reports and views indicating the health and status of IT initiatives, projects, and applications at both component and enterprise level and; fully automates the process and metrics management of ATF's Capital Planning and Investment Control (CPIC). Records are dated 2005-Present.

**a. Master File.** These records contain Business requirements, ATF IT investments; IT projects and programs; Systems inventory; projects cost; project and program budgets; project earned value data (costs and schedule variances); application portfolios and a variety of reports and ATF personnel associated with the projects.

DELETE WHEN 7 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE,  
WHICHEVER IS LATER.

**b. Back-up copies.** Backup copies of the master file are created daily on to the command center server and 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.** Source documents and justification materials are generated via electronic files on a daily basis.

DESTROY 7 YEARS AFTER INFORMATION HAS BEEN CONVERTED TO  
AN ELECTRONIC MEDIUM AND VERIFIED OR WHEN NO LONGER  
NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.

**d. Output Records.** Statistical and narrative financial and status reports; workflow, bubble and bar charts are provided to management on an as needed basis.

DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

**e. System Documentation.** User manuals; contingency plans; risk assessments; security plans and system layouts in both paper and electronic formats.

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