

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 Enforcement Programs and Services~~
MINOR SUBDIVISION

National Training Center Division

NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Michelle Thomas

202-927-5721

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-436-07-6

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

4/15/07

ARCHIVIST OF THE UNITED STATES

Alb Wint

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

JUL 19 2007

SIGNATURE OF AGENCY REPRESENTATIVE

John White

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Online LEAD System (OLL) (see attached) Privacy Act and Justice/ATF system of records .003, .008 and .009.		

4/14/08 copies sent to Agency, NWMD, NWMD, NR, NWCT

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

Online LEAD System (OLL)

Description of system: OLL is a replication of information that is contained in the Firearms Tracing System (FTS). The system provides ATF agents and field investigators access to firearm traces; multiple sale records; identities of firearms traffickers; straw purchasers; and Firearms Licensees that may be involved in illegal firearms trafficking.

a. Master File. Records are dated 1968 to Present. OLL is composed of information from firearm descriptions (serial number, manufacturer, model, type, caliber, etc.); recovery addresses; requesting agency; information on individuals; who purchased, possessed or were associated with the recovery of a traced firearm; Federal Firearms Licensees (FFL's) who were involved in a traced firearms chain of custody; the crime that was associated with the traced firearm; and other administrative data extracted from FTS.

DELETE WHEN 10 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. Information is updated on an "as required" basis.

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 (electronic). OLL is updated daily with firearms traces and multiple sale records from FTS.

DESTROY WHEN THE AGENCY NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES, WHICHEVER IS LATER. (GRS 20, Item 6)

d. Output Records. Ledgers, registers, and statistical reports are generated on an as needed basis.

DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

e. System Documentation. Functional requirements document, user's manual, test plan, Risk Assessment Plan, System Security Plan, Contingency Plan and SVD.

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