O 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 Program and Services MINOR SUBDIVISION Firearms Programs Division NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Michelle Thomas AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached 1 page(s) are not now needed for the busines 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 Federa Agencies, I so not required is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE Records Officer 10 ACTIO ATF Records Officer	REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)						JOB NUMBER 436 NI-564-08-/		
O 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 Program and Services 3. MINOR SUBDIVISION Firearms Programs Division I. NAME OF PERSON WITH WHOM TO CONFER IS AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached 1 page(s) are not now needed for the busines 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 Federa Agencies, Is not required is attached; or has been requested. DATE SIGNATURE OF DENCY REPRESENTATIVE TITLE ATF Records Officer 1. Automated Commercial System (ACS)									
FROM (Agency or establishment) Bureau of Alcohol, Tobacco, Firearms and Explosives MAJOR SUBDIVISION Office of Enforcement Program and Services MICHOR SUBDIVISION Firearms Programs Division NAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE Michelle Thomas AGENCY CERTIFICATION Hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies, Is not required is attached; or has been requested. DATE SIGNATURE OF MENNEY REPRESENTATIVE TITLE RECORDS OFFICE TO AGENCY In accordance with the provisions of 44 U.S. C. 3303a the disposition request, including amendments, sapproved except for items that may be marked "disposition request. DATE ARCHIVIST OF THE UNITED STATE ARCHIVIST OF THE UNITED STA									
MAJOR SUBDIVISION Office of Enforcement Program and Services MINOR SUBDIVISION Firearms Programs Division NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Michelle Thomas AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies, Is not required, is attached; or has been requested. ATP Records Officer ATP Records Officer ATP NO. Automated Commercial System (ACS)	· · ·						NOTIFICATION TO AGENCY		
Office of Enforcement Program and Services MINOR SUBDIVISION Firearms Programs Division NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Michelle Thomas 3. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies, w is not required is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE RECORDS 10 ACTIO TAKEN (NA NO.) 1 Automated Commercial System (ACS)	'. MAJOR SUBDIVISION						U.S.C. 3303a the disposition request		
Firearms Programs Division NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Michelle Thomas AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies, is not required, is attached; or has been requested. DATE SIGNATURE OF MENCY REPRESENTATIVE TITLE RECORDS OFFICE TAKEN (NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE ARCHIVIST OF THE UNITED STATE ARCHIVIST OF THE UNITED STATE Which is agency or with the disposition of its record and that the records are not now needed for the busines of this agency or will not be needed after the retention periods specified; and that written concurrence from the GAO Manual for Guidance of Federa Agencies, is not required, is attached; or has been requested. ATF RECORDS OFFICE NO. ATF RECORDS OFFICE TAKEN (NAME OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION JOB CITATIO							including amendments, is approved except		
Michelle Thomas 202-648-7527 DATE ARCHIVIST OF THE UNITED STATE Michelle Thomas 3 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies, SIGNATURE OF MENCY REPRESENTATIVE TITLE ATF				not appro	oved" or "withdraw	n" in column 10			
Michelle Thomas 202-648-7527 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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, Little Li	NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE							ARCHIVIST OF T	HE UNITED STATES
AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record 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,				2003	Alle Was	nta			
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies,	Michelle Thomas 202-648-7527						2727100	// 55	
7. TEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9 GRS OR SUPERSEDED TAKEN (NA JOB CITATION USE ONLY USE ONLY 1 Automated Commercial System (ACS)	and of the the Age [that the rents agency General Ancies,	ecords proposed for dis or will not be needed ccounting Office, unde	posal on after the er the pr is at	the attached retention period ovisions of Title stached; or	page ds spec 8 of the	e(s) are not r ified; and th e GAO Man has been re	now needed for at written con unal for Guida equested.	or the business acurrence from nce of Federal
TEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION USE ONLY 1 Automated Commercial System (ACS)		1:10	- The						
	7. TEM NO.	8. [DESCRIPTION OF ITEM A	AND PRO	POSED DISPOSI	TION	SU	PERSEDED	10 ACTION TAKEN (NARA USE ONLY)
(see attached)	1	, Automate	d Commercial System	n (ACS)					
		(see att	ached)						,
			·						
						•			
				-					
10 3/7/08 copies sent to agency & NWMW	10	3/7/08	e Copils sent	to ag	rency & Dw	nW	-		

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

Automated Commercial System (ACS)

Description of system: ACS is a data loading system used to load data collected on a Customs form from the United States Customs Service. ACS is used by ATF to monitor the entry of listed products into the U.S. ACS develops, documents, and prosecutes cases related to fraudulent imports and trafficking of alcohol, tobacco, firearms and explosives. Records are dated 1991 – Present.

a. Master File. US Customs provides data of importations of commercial goods from importers. Information retained on the reports is importer name; tax ID, type of commodity, and date of entry and country of origin

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-a daily-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. Output Records. Statistical reports are generated on and as needed basis.

DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR NO LONGER NEEDED FOR AGENCY USE.

d. System Documentation. User's manual.

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