

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, & Explosives

2. Major Subdivision

Office of Science & Technology

3. Minor Subdivision

Laboratory Services Division

4. Name of Person with whom to confer

Michelle Thomas

5. Telephone (include area code)

202-648-7527

Leave Blank (NARA Use Only)

Job Number

NF-436-08-4

Date Received

3/13/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-28-08

Archivist of the United States

Michelle Thomas

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

☐ has been requested

Signature of Agency Representative

Michelle Thomas

Title

ATF Records Officer

Date (mm/dd/yyyy)

3/10/08

7.
Item
Number

8. Description of Item and Proposed Disposition

9. GRS or
Superseded
Job Citation

10. Action
taken (NARA
Use Only)

1 **Forensics Administrative Caseload and Evidence Tracking System (FACETS)**

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

Forensics Administrative Caseload and Evidence Tracking System
(FACETS)

1. **Description of System:** FACETS is an evidence and case tracking system within the laboratory. Evidence is submitted to the laboratory for examination and entered into the system. The examiner, types of evidence and its disposition are stored in the system. The data in this system is dated from 1980 – Present.

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

~~a. **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))~~

~~b. **Input Records.** The submitting agent inputs ATF 7120.7, Evidence Transmittal form.~~

~~DESTROY 10 YEARS AFTER INFORMATION HAS BEEN CONVERTED
TO AN ELECTRONIC MEDIUM AND VERIFIED OR WHEN NO LONGER
NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.~~

~~c. **Output Records.** Results of ad hoc queries, monthly statistical reports and the Laboratory Report of Examination are distributed to the submitting agent and released to the defense attorney as needed.~~

~~DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.~~

~~d. **System Documentation.** User's manuals and record layout exist in both electronic and paper formats.~~

~~DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON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