

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <div style="font-size: 1.2em; font-family: cursive;">NI-436-08-10</div>	
1 From (Agency or establishment) Bureau of Alcohol, Tobacco, Firearms, & Explosives		Date Received <div style="font-size: 1.2em; font-family: cursive;">3/13/08</div>	
2 Major Subdivision Office of Science and Technology		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision Laboratory Services Division			
4 Name of Person with whom to confer Michelle Thomas	5 Telephone (include area code) 202-648-7527	Date <div style="font-family: cursive;">4/22/08</div>	Archivist of the United States <div style="font-family: cursive;">[Signature]</div>
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 <u> 1 </u> 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			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <div style="font-family: cursive; font-size: 1.2em;">[Signature: Michelle Thomas]</div>		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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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	Laboratory Information Management System (LIMS)		

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

Laboratory Information Management System (LIMS)

Description of System: LIMS is an evidence and case tracking system that support all of the Bureau's law enforcement functions

a. Master File. Records are dated from 1980 – present. These records contain evidence submitted to the laboratory for examination and the examiner results.

DELETE 1 YEAR AFTER TRANSFER INTO SUCCESSOR SYSTEM
AND VERIFICATION OR WHEN 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 (paper). Evidence Transmittal forms (ATF F 7170.5) from the submitting agent, results of the examination, digital photos and scanned documents.

DESTROY 5 YEARS AFTER INFORMATION HAS BEEN
CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED OR
NO LONGER NEEDED FOR REFERENCE PURPOSES, WHICHEVER
IS LATER.

d. Output Records. Laboratory Report of Examination, monthly statistical reports and results of adhoc queries.
DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

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)