

# 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 Professional Responsibility and Security**

3 Minor Subdivision

**Security and Emergency Programs 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

**NI-436-08-11**

Date Received

**3/25/08**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

**3/26/08**

Archivist of the United States

*[Signature]*

### 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 **2** 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)

**3/18/08**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<b>Threat</b>  <b>Privacy Act: Justice/ATF system of records .003, and .006.</b>		

Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Professional Responsibility and Security Operations  
Security and Emergency Programs Division

**Threat Database**

**Description of system.** The Threat Database is used to archive and track threats made against agents and persons of interest.

**a. Master File.** Records are dated 1996 – Present. Contents include names, addresses, dates and events and a basic threat synopsis for each entry.

DELETE 25 YEARS AFTER DATE OF LAST THREAT ACTIVITY OR WHEN 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.~~

~~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).** Data is received and entered into the system from a variety of sources, letters, phone calls, unsolicited correspondence and significant activity reports from case files as deemed appropriate.~~

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

N/A -  
RF 6/10/08

~~**d. Output Records.** Threat queries and ad-hoc reports:~~

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

~~**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)~~