

# 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 Management**

3. Minor Subdivision

**Administrative 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

**N1-436-08-12**

Date Received

**3/20/08**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**3/16/08**

Archivist of the United States

**M. W. W. W.**

## 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 GRS or Superseded Job Citation	10.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>Accident Claim Tort Tracking System (ACCTS) &amp; Vehicle Accident Tracking System (VATS) (decommissioned)</b>  <b>Privacy Act: Justice/ATF system of records .001.</b>		

## ATTACHMENT A

### Bureau of Alcohol, Tobacco, Firearms and Explosives

Bureau of Alcohol, Tobacco, Firearms and Explosive  
Office of Management  
Administrative Programs Division

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
A.	<p><b>Accident Claim Tort Tracking System (ACCTS)</b></p> <p>Tracks all of the Bureau's tort claims, auto accidents, indications of personal injuries, estimated property damage, etc., involving ATF vehicles and/or personnel. This system superseded the Vehicle Tracking Accident System</p>		
1.	<p><b>Master File.</b> These records contain ATF Employee names, time and location of accident/damage. The data in this system is dated 2007-present.</p> <p>DELETE WHEN 7 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.</p>	NEW	
2.	<p><b>Back Up Copies.</b> <del>Back-up copies created daily, weekly and monthly and are used for potential system failure, in the event of a system failure, or other unintentional loss of data.</del></p> <p><del>DESTROY FULL BACKUP TAPES WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICH EVER IS LATER.</del></p>	GRS 24, Item 4a (2)	
3.	<p><b>Input records (paper).</b> Information inputted into the system comes from the following forms: ATF 1610.4, Supervisory Preliminary Accident Report and ATF 1610.5, Supervisory Preliminary Damage Report.</p> <p>DESTROY 7 YEARS AFTER INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED OR NO LONGER NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.</p>	NEW	
4.	<p><b>Output Records.</b> Statistical reports consisting of number of vehicle accidents, alcohol elated accidents, tort claims, and property damage are provided to management on an as needed basis.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p>	NEW	

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### Bureau of Alcohol, Tobacco, Firearms and Explosives

Bureau of Alcohol, Tobacco, Firearms and Explosive  
Office of Management  
Administrative Programs Division

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
5.	<p><del>System Documentation. User's Manual</del></p> <p><del>DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF MASTER FILE OR DATABASE.</del></p>	GRS 20, Item 11a	
B.	<b>Vehicle Accident Tracking System</b>		
1.	<p><b>Master File.</b> The system contained ATF employee's names, time and location of accident/damage. The data in this system is dated from 2000-2006.</p> <p>DELETE 6 MONTHS AFTER THE TRANSFER INTO A SUCCESSOR SYSTEM AND VERIFICATION OR WHEN NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.</p>	NEW	
2.	<p><b>Input Records.</b> Information inputted into the system comes from the following forms: ATF 1610.4, Supervisory Preliminary Accident Report and ATF 1610.5, Supervisory Preliminary Damage Report.</p> <p>DELETE 7 YEARS AFTER INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED OR NO LONGER NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.</p>	NEW	
3.	<p><b>Output Records.</b> Statistical reports consisting of number of vehicle accidents, alcohol related accidents, tort claims and property damage are provided to management executives on an as needed basis.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p>	NEW	
4.	<p><del>System Documentation. User's Manual</del></p> <p><del>DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON AUTHORIZED DELETION OF RELATED MASTER FILE OR DATABASE.</del></p>	GRS 20, Item 11a	