

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 <i>N1-436-08-14</i>	
1. From: (Agency or establishment) Bureau of Alcohol, Tobacco, Firearms, & Explosives		Date Received <i>3/20/08</i>	
2. Major Subdivision Office of Enforcement Programs and Services		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 National Tracing Center Division			
4. Name of Person with whom to confer Michelle Thomas	5. Telephone (include area code) 202-648-7527	Date <i>3/18/08</i>	Archivist of the United States <i>[Signature]</i>
<b>6. Agency Certification</b> 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>4</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 <i>Michelle Thomas</i>		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 GRS or Superseded Job Citation	10.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	Trace, Operations, Workflow, and Reporting System (TOWRS)		

## 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Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
	<p><b>Trace Operations, Workflow, and Reporting System (TOWRS)</b></p> <p>TOWRS is an automated batch process and interfaces with the Firearms Tracing System (FTS) and is used to automate the business process of tracing a firearm.</p>		
a.	<p><b>Master File.</b> Records are dated 1999-Present. TOWRS retains business and license name, address, city, state, and zip-code data from the Federal Firearms License Numbers (FFLs).</p> <p>CLOSE DATA UPON COMPLETION OF TRACE REQUEST. DESTROY WHEN 3 YEARS OLD OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.</p>	New	
b.	<p><del>Back-up copies of master file. Back-up copies of Master File are created daily, weekly and monthly and are used for potential system failure, in the event of 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)	
c.	<p><b>Input records (paper).</b> Business and license number, address, city, state, and zip-code data from FFL's are entered on a daily basis.</p> <p>DESTROY 3 YEARS AFTER INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED OR NO LONGER NEEDED FOR LEGAL PURPOSES, WHICHEVER IS LATER.</p>	New	
d.	<p><b>Output Records.</b> Printouts of tabulations, ledgers, registers, and statistical reports.</p> <p>DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED OR NO LONGER NEEDED FOR AGENCY USE, WHICHEVER IS LATER.</p>	New	

**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)**

e.

**System Documentation.** TOWRS Functional Requirements  
Document and User's Manual

GRS 20, Item 11a

~~DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON  
AUTHORIZED DELETION OF THE RELATED MASTER  
FILE OR DATABASE.~~