

Request for Records Disposition Authority (See Instructions on Reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NT-436-11-2	
1 From (Agency or Establishment) Bureau of Alcohol Tobacco Firearms and Explosives (ATF)		Date Received 9/6/11	
2 Major Subdivision Office of Enforcement Programs and Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Firearms and Explosives Industry Division			
3 Minor Subdivision Firearms Technology Branch, Firearms Industry Programs Branch, and Explosives Industry Programs Branch			
4 Name of Person with Whom to Confer Anita Schedel		5 Telephone 202-648-7158	Date 8 Dec 11 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 <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 [Signature]		Title Records Officer, ATF Date (mm/dd/yyyy) 8/29/2011	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)
1	Variance, Determination, and Exemption Files (Firearms and Explosives) These are file copies of all firearms or explosives variances, determinations, and exemptions granted by ATF Headquarters (i.e., Chief, Firearms Industry Programs Branch, Chief, Explosives Industry Programs Branch, or Chief, Firearms Technology Branch, Firearms and Explosives Industry Division) Federal firearms licensees (FFL) and Federal explosives licensees or permittees (FEL/P) who wish to use an alternate method or procedure, including alternate magazine construction standards, must obtain ATF approval for a variance from the firearms or explosives regulations under ATF's jurisdiction. ATF variances remain in effect until no longer required by the licensee/permittee, rescinded by ATF, or superseded by another variance or ATF ruling. In some cases, a variance may be transferred, e.g., with a change of company name, etc. ATF must retain variance files, including both incoming requests and ATF response letters, in order to assist Industry Operations Investigators in determining regulatory compliance, to aid in revocation hearings, to ensure both secure storage and the adequacy of business records, etc., and as record of precedence for ATF rulings. Similarly, ATF-issued exemptions and determinations remain in effect until rescinded by ATF, superseded by another ATF letter, or until a change in the product or practice renders void the exemption/determination. In these cases, it is necessary to retain both incoming and outgoing correspondence as record of precedence for ATF rulings and in order to adequately respond to requests from other regulatory authorities, Congressional inquiries, U.S. Customs officials, Consumer Product Safety Commission, etc.	N/A	
1(a)	Electronic copy Upon issuance of a variance, determination, or exemption, the file documents are scanned or captured to a searchable electronic format, and the case file is maintained in electronic form for reference purposes. Disposition Retain until no longer needed for reference purposes		

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1(b)	<p>Paper copy</p> <p>Retain paper copy of the case file while variance, exemption or determination remains in effect</p> <p>Disposition Cut off at end of fiscal year when variance, exemption, or determination is cancelled, rescinded, superseded or otherwise rendered void Destroy 10 years after cutoff</p>		