

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-436-89-1</b>	DATE RECEIVED <b>5/26/89</b>
1 FROM (Agency or establishment) <b>Bureau of Alcohol, Tobacco and Firearms</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Administrative Programs Division</b>		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Information Programs Branch</b>		DATE <b>6-27-90</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
4 NAME OF PERSON WITH WHOM TO CONFER <b>Melva Wills/Bill Burns</b>	5 TELEPHONE EXT <b>566-7077</b>		
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (INARS USE ONLY)
5/17/89	<i>Robert G Masasky</i>	Records Officer		
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>			
RCS 101 Item 27	Records of Chief Counsel's Opinions. These files consist of opinions of the Chief Counsel pertaining to laws and regulations administered by the Bureau, and other Federal laws and regulations relating to Bureau activities.  DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES.		NC1-436-80-2	WITHDRAWN
RCS 101 Item 112	Evidence Control Files. These files contain copies of ATF F 7110.10, Evidence Control Card, and ATF F 7120.1, Acknowledgement of Receipt of Evidence (HQ use only). (NC1-436-80-2)  DESTROY WHEN 10 YEARS OLD.			WITHDRAWN
RCS 101 Item 119	Firearms Transaction Records. These records are used to record firearms sales by Federally licensed firearms dealers, ledgers, and related records. (NC1-436-80-2)  a. Paper copies.  DESTROY AFTER MICROFILMING.  b. Microfilm copy.  DESTROY WHEN ALL ADMINISTRATIVE AND LEGAL NEEDS HAVE ENDED.			WITHDRAWN  WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
RCS 101 Item 120	<p><u>Firearms and Explosives Correspondence Files.</u> These files contain correspondence of a routine nature regarding the Federal Firearms Act, the National Firearms Act, the Gun Control Act of 1968, the Explosives Control Act of 1970, and related subjects. (NC1-436-77-2)</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		WITHDRAWN
RCS 101 Item 167	<p><u>Program Planning and Analysis Staff Assignment Files.</u> These files contain Compliance Operations assignments which relate primarily to management and ATF program activities. Included in these files are studies, recommendations, reports, and records, related documents, and correspondence. (NC1-436-80-2)</p> <p>DESTROY 5 YEARS AFTER COMPLETION OF ASSIGNMENT.</p>		WITHDRAWN
RCS 101 Item 179	<p><u>National Firearms Registration and Transfer Records.</u> These records are stored at Headquarters and are maintained under the National Firearms Act (NFA), 26 U.S.C. 5841 and are considered tax records under 26 U.S.C. 6103. These records consist of registration documents, correspondence, various related documentation, and internal use reference material.</p> <p>a. <u>Original paper records that are microfilmed.</u></p> <p>TRANSFER ORIGINAL PAPER RECORDS TO WNRC WHEN MICROFILM IS VERIFIED. DESTROY WHEN 75 YEARS OLD.</p> <p>b. <u>Microfilm copies of the NFA tax and registration records.</u></p> <p>(1) Reference copy to be kept at Headquarters.</p> <p>(2) Master copy to be retired to WNRC when filming is complete.</p> <p>DESTROY WHEN 75 YEARS OLD.</p>	NC1-436-86-1	WITHDRAWN  WITHDRAWN
RCS 101 Item 180	<p><u>File Search Request and Reply Forms.</u> These are requests for searches, replies to such requests, of the National Firearms Registration and Transfer Record.</p> <p>a. <u>Original file search request and reply forms that are microfilmed.</u></p> <p>DESTROY ORIGINAL PAPER RECORDS AFTER FILM IS VERIFIED.</p>		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE OF
7 ITEM NO.	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
RCS 201 Item 21	<p>b: <u>Microfilm copy.</u></p> <p>DESTROY WHEN ALL ADMINISTRATIVE AND LEGAL NEEDS HAVE ENDED.</p> <p><u>Case Files (Investigative Files).</u> These records are maintained at the District Office as a result of investigations of violations of Federal alcohol, tobacco, and firearms and explosives statutes and other investigations as required by law. These files contain district copies of all documents relating to the investigation including electronic surveillance records, fingerprint cards, property reports, investigative expenditure reports, investigative case summaries, progress reports and formal case reports.</p> <p>TRANSFER TO FEDERAL RECORDS CENTER 5 YEARS AFTER OPENING INVESTIGATION IS CLOSED. DESTROY AFTER FISCAL YEAR OF OPENING PLUS 20 YEARS.</p>	NC1-436-80-3	WITHDRAWN
RCS 201 Item 25	<p><u>Informant Files.</u> These are records requesting, and other correspondence documenting, the use of confidential informants during the course of various criminal investigations.</p> <p>DESTROY 5 YEARS AFTER THE DEACTIVATION OF THE CONFIDENTIAL INFORMANT.</p>		WITHDRAWN
RCS 201 Item 47	<p><u>Informant Files.</u> These are records requesting, and other correspondence documenting, the use of confidential informants during the course of various criminal investigations.</p> <p>DESTROY 5 YEARS AFTER THE DEACTIVATION OF THE CONFIDENTIAL INFORMANT.</p>		WITHDRAWN