

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 and Firearms

2 MAJOR SUBDIVISION
Office of Regulatory Enforcement

3 MINOR SUBDIVISION
Market Compliance Branch

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Yvonne Spear 202-927-7776

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-436-95-3

DATE RECEIVED
4/20/95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES

2-6-96 J. W. Carl

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 _____ 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; or ☐ has been requested

DATE 3/23/95 SIGNATURE OF AGENCY REPRESENTATIVE [Signature] TITLE ATF Records Officer

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|---|--|---------------------------------------|
| 1 | <p>RCS 301, Item 55. <u>Leads, Investigations, and Cases (LICS)</u>. The system tracks the progress and disposition of Internal Revenue Code (IRC) and Federal Alcohol Administration Act (FAA) investigations within Regulatory Enforcement. It contains information concerning violators of the IRS and FAA Acts and their outstanding tax liabilities.</p> <p>a. <u>Master File</u>. Records date from 1988 to present.</p> <p><u>DISPOSITION</u>. Permanent. Transfer a copy to the National Archives immediately. Thereafter cutoff, every 5 years transfer copy to National Archives.</p> <p>b. <u>Input (Paper Records)</u>. These records are already scheduled under: RCS 201 - Items 68, 70, 82, 114, and 119.</p> <p>c. <u>Output Reports</u>. Reports to management.</p> <p>(1) Internal Revenue Code Cases (2) FAA Trade Practice Reports (3) FAA Label Fraud Reports</p> <p>See attached for revised dispositions</p> | | |

FEB 13 1996 [Signature]

copy to: Agency
NNT
NSX

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Market Compliance Branch
LICS System

| 7. Item Number | 8. Description of Item and Proposed Disposition | 9. GRS or Superseded. Job Cit. | 10. Action Taken (NARA) |
|----------------|---|--------------------------------------|-------------------------------|
|----------------|---|--------------------------------------|-------------------------------|

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|---|---|--|--|
| 1 | RCS 301, Item 55. Leads, Investigations, and Cases (LICS). The system tracks the progress and disposition of Internal Revenue Code (IRC) and Federal Alcohol Administration (FAA) investigations within Regulatory Enforcement. It contains information concerning violators of the IRC (non-tax violation and tax liabilities) and FAA Act violations. | | |
|---|---|--|--|

a. Master File. FAA records date 1988 to present and IRC records date 1992 to present.

DISPOSITION. TEMPORARY. TRANSFER INFORMATION TO DISKS PERIODICALLY. DESTROY WHEN NO LONGER NEEDED FOR AGENCY USE.

b. Input (Paper Records). These records are already scheduled under RCS 201 - Items 68, 70, 82, 114, and 119.

c. Output Reports. Reports to Management.

- (1) Internal Revenue Code Cases.
- (2) FAA Trade Practice Reports.
- (3) FAA Label Fraud Reports.
- (4) 30 day Status Reports.
- (5) Final Report of Case Activity for Case Files.

DISPOSITION. DESTROY AFTER 1 YEAR.

Bureau of Alcohol, Tobacco and Firearms
Office of Regulatory Enforcement
Market Compliance Branch
LICS System

- d. System Documentation.
Record Layout. Less than
1/2 cu. ft.

DISPOSITION. TEMPORARY.
DESTROY WHEN MASTER FILE IS
DESTROYED.