WASHINGTON, DC 20408  I. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.  INAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE  Yvonne Spear  S. 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 1 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.  SIGNATURE OF AGENCY REPRESENTATIVE  JOSEPH SECREPTION OF ITEM AND PROPOSED DISPOSITION  9. GRS OR 10. ACTION TAKEN (NARA					
(See Instructions on reverse)  O NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408  I. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms  Office of Regulatory Enforcement  MINOR SUBDIVISION Firearms and Explosives Imports Branch  NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  Yvonne Spear  S. 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 1 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.  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  OATE  SUBPATURE OF AGENCY REPRESENTATIVE  TITLE  A DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  RCS 301, Item 56, INTEXIXX (See attached sheet)  Weapons, Application, and Importations Tracking System (WAITS), and Firearms and Explosives Imports	REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER			
O. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 I. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms I. MAJOR SUBDIVISION Office of Regulatory Enforcement II. MINOR SUBDIVISION Firearms and Explosives Imports Branch II. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 6. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 6. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 7. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 8. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 8. TELEPHONE II. NAME OF PERSON WITH WHOM TO CONFER 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION II. NAME OF PERSON WITH WHOM TO CONFER 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  RCS 301, Item 56, INDEXXXX  (See attached sheet) Weapons, Application, and Importations Tracking System (WAITS), and Firearms and Explosives Imports		1	11-43	36-96-3	
Bureau of Alcohol, Tobacco and Firearms  MAJOR SUBDIVISION  Office of Regulatory Enforcement  MINOR SUBDIVISION  Firearms and Explosives Imports Branch  NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  Tyvonne Spear  S. 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 1 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,    X	TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE	RECEIVED 4-1	15-96	
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office of Regulatory Enforcement  including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.  Firearms and Explosives Imports Branch  NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  Yvonne Spear  927-7776  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 1 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.  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  3/22  OATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  3/22  OATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  3/22  AGENCY CERTIFION OF ITEM AND PROPOSED DISPOSITION  SUPERSEDED  JOB CITATION  TAKEN (NARA USE ONLY)  RCS 301, Item 56, **INDEXXIX** (See attached sheet)  Weapons, Application, and Importations Tracking  System (WAITS), and Firearms and Explosives Imports	2. MAJOR SUBDIVISION	In U	accordance with the p	provisions of 44 sition request.	
Firearms and Explosives Imports Branch  NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE  Yvonne Spear  927–7776  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 1 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,    X		in	cluding amendments, is	approved except	
ANAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  Yvonne Spear  927-7776  ARGHIVIST OF THE UNITED STATES 1-10-97  ARGHIVE OF THE UNITED ST		nc	ot approved" or "withdray	vn" in column 10.	
S. 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 1 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,    X		DATE	ARGHIVIST OF	THE UNITED STATES	
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3/22 96 Tourn Brown South Brown Supersequence of the supersequence of th	and that the records proposed for disposal on the attached 1 pag of this agency or will not be needed after the retention periods spec the General Accounting Office, under the provisions of Title 8 of the Agencies,	ge(s) are cified; a ne GAO	e not now needed f and that written co Manual for Guid	for the business ncurrence from	
7. TEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  RCS 301, Item 56, INFEXION (See attached sheet)  Weapons, Application, and Importations Tracking  System (WAITS), and Firearms and Explosives Imports	DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE				
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  RCS 301, Item 56, INFEXIXX (See attached sheet)  Weapons, Application, and Importations Tracking  System (WAITS), and Firearms and Explosives Imports	3/22 96 Frank Browers Johnton	Record	ls Officer		
Weapons, Application, and Importations Tracking -System (WAITS), and Firearms and Explosives Imports			SUPERSEDED	TAKEN (NARA	
Weapons, Application, and Importations Tracking -System (WAITS), and Firearms and Explosives Imports	RCS 301, Item 56, INDEXXXX (See attached sheet)				
-System (WAITS), and Firearms and Explosives Imports					
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STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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Bureau of Alcohol, Tobacco and Firearms Office of Regulatory Enforcement Firearms and Explosives Imports Branch

8. <u>DESCRIPTION OF ITEM AND DISPO</u>.

GRS/JOB ACTION
CITE NARA

RCS 301, Item 56.

These tracking systems contain information from Forms 6 and 6A for all firearms, ammunition, and implements of war that were imported/denied into the United States.

- A. <u>Weapons, Application, and</u>
  <u>Importation Tracking System (WAITS)</u>.
- 1. <u>Master Files (Electronic)</u>. Records dated 1988 to 1994.

DISPOSITION. PERMANENT. Transfer tapes to the National Archives immediately.

2. Inputs.

a. ATF F 6 Pts 1 and 2 (5330.3A and B), Application and Permit for Importation of Firearms, Ammunition and Implements of War; ATF F 6A (5330.3C), Release and Receipt of Imported Firearms.

DISPOSITION. Items already scheduled under ATF RCS 101, Item 182A.

b. Microfilm Copies.

DISPOSITION. Destroy when no longer needed for tracking purposes.

3. <u>Outputs.</u> Yearly Report of Imported Firearms. Paper records that are requested randomly by Treasury Department and agents.

DISPOSITION. Destroy after all administrative needs have ended.

Bureau of Alcohol, Tobacco and Firearms Office of Regulatory Enforcement Firearms and Explosives Imports Branch

4. <u>System Documentation</u>. Record Layout and Codebook. Less than 1/2 cu. ft. paper records.

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES IMMEDIATELY WITH MASTER FILE.

- B. Firearms and Explosives Imports System (FEIS)
- 1. <u>Master File (Electronic)</u>. Records dated 1994 to present.

DISPOSITION. PERMANENT. Cutoff every 5 years and transfer previous years tapes to the National Archives.

## 2. Inputs.

a. ATF F 6 Pts l and 2 (5330.3A and B), Application and Permit for Importation of Firearms, Ammunition and Implements of War; ATF F 6A (5330.3C), Release and Receipt of Imported Firearms.

DISPOSITION. Items already scheduled Under ATF RCS 101, Item 182A.

b. Microfilm Copies.

DISPOSITION. Destroy when no longer needed for tracking purposes.

3. <u>Outputs</u>. Yearly Report of Imported Firearms. Paper records that are requested randomly by Treasury Department and agents.

DISPOSITION. Destroy after all administrative needs have ended.

4. <u>System Documentation</u>. Record Layout and Codebook. Less than 1/2 cu. ft.

DISPOSITION. PERMANENT. Transfer a copy to the National Archives with master file. Transfer updates and changes with subsequent transfer of dataset.