

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1- 436 - 97 - 4	
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms		DATE RECEIVED 8-1-97	
2. MAJOR SUBDIVISION Office of Criminal Enforcement		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Explosives Division			
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Spear	5. TELEPHONE 202-927-7776	DATE 10-28-98	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 7/16/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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	ATF RCS 301, Item 43. Explosives Incidents (EXIS). See attached.		

OCT 30 1998 *copy to: agency, NWMD, NWME, NR, NWCT, NWMWA*

Bureau of Alcohol, Tobacco and Firearms
Office of Criminal Enforcement
Explosives Incidents

7. <u>Item #</u>	8. <u>Description of Item</u> <u>and Prop. Disposition</u>	9. <u>GRS or</u> <u>Sup.Cite</u>	10. <u>Nara</u> <u>Action</u>
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1 RCS 301, Item 43. Explosives Incidents (EXIS). EXIS contains information regarding explosives incidents reported to or investigated by ATF. Information pertinent to all arson incidents is also captured. The incidents are divided into specific categories such as targets, locations, motives, explosive components, and manufacturers. EXIS can also be used to match targets and motives as well as similar explosive devices, and can show trends and patterns in a given area, State, or throughout the Nation. The information contained in EXIS is available to all Federal, State, and local law enforcement agencies.

a. Master File. Records date 1975 to date.

* DISPOSITION. Permanent. Transfer a copy to the National Archives immediately. Thereafter cutoff, every 10 years transfer copy to the National Archives.

b. Input (Paper Records).

(1) ATF F 3270.2, Report of Investigation.

DISPOSITION. These files are scheduled under ATF RCS 201, Item 21.

(2) Various hard copy reports (ATF KSARS (Weekly Significant Activity Reports), bomb data summaries, laboratory reports, and photographs).

DISPOSITION. Destroy when ³/₂ years old or when no longer needed for administrative purposes, WHICHEVER IS LATER.

MTD.
- Per phone
conversation
with Grooms
Apean
9/15/98

- c. Output Reports. Various adhoc/random reports to management/requesters.

3 YEARS OLD OR WHEN

DISPOSITION. Destroy when^A no longer needed for administrative purposes, *WHICHEVER IS LATER.*

- d. System Documentation. Less than 1 cu. ft. record layout and codebook.

DISPOSITION. Permanent. Transfer a copy to the National Archives with master copy.

MTD.
- per phone
conversations
with yvonne
spolan
9/15/48

* PURSUANT TO FOIA 5 USC 552 6B(b)(6) AND
(b)(7) EXEMPTIONS, BATF REQUESTS THAT THE
DATA BE WITHHELD FOR 75 YEARS.