

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco and Firearms	
2. MAJOR SUBDIVISION Assistant Director (Firearms, Explosives and Arson)	
3. MINOR SUBDIVISION Firearms Programs Division	
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne Spear	5. TELEPHONE 202-927-7776

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-436-79-2	
DATE RECEIVED 6-20-99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
	WITHDRAWN

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 5/13/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank Bower</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	ATF Records Control Schedule 101, Items 121, 122, 123. (See attached)		Job Withdrawn 2/15/02 T. Taylor

cc Agency, NWMDC, NWMWA, NWETA

Firearms Programs Division
Office of Firearms, Explosives and Arson

1. ATF RCS 101, Item 121. Law Enforcement Availability Pay (LEAP) Records. These records contain certification of eligibility for Law Enforcement Availability Pay by special agent personnel.

- a. Recordkeeping copy (paper).

Destroy 3 years after close of fiscal year in which the form is completed.

- b. Electronic version of records created by the electronic mail and word processing applications.

Delete after recordkeeping copy has been produced.

2. ATF RCS 101, Item 122. National Response Team/International Response Team NRT/IRT Records. These records contain NRT/IRT after-action reports from team supervisor and team leader; investigative reports; Origin and Cause reports; and database input forms.

- a. Official file (Paper copy).

Transfer to Federal Records Center 5 years after investigation is closed. Destroy after close of fiscal year plus 20 years.

- b. Electronic version of records created by the electronic mail and word processing applications.

Delete after recordkeeping copy has been produced.

3. ATF RCS 101, Item 123. Firearms, Explosives, and Arson (FEA) History Files. These files contain reports, correspondence and other documents that are of continuing research value. They document the operations of the Bureau and the FEA directorate.

- a. Official file (Paper copy).

Permanent. Transfer to Federal Records Center when 15 years old. Offer to National Archives when 30 years old.

Firearms Programs Division
Office of Firearms, Explosives and Arson

b. Microfilm/Electronic Copies.

Destroy when no longer needed for administrative purposes.

c. Electronic version of records created by the electronic mail and word processing applications.

Delete after recordkeeping copy has been produced.