

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE TREASURY

2. MAJOR SUBDIVISION

BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

3. MINOR SUBDIVISION

INFORMATION MANAGEMENT DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

JACK O'LEARY

5. TEL. EXT

566-7927

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>MAY 2 1977</b>	JOB NO <b>NC1 436 77</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
(Date)	Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4-29-77

Date

(Signature of Agency Representative)

*Don S Baker*  
ACTING CHIEF, INFO. MNGT. DIV.

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	OFFICE OF INSPECTION RECORDS ADMINISTRATIVE RECORDS		
1.	General subject files, including correspondence, reports, memorandum and related papers, not covered elsewhere in this schedule, pertaining to the internal administration and management of the office of inspection. (Excludes records covering program activities, etc., or records determined to be of historical value to the Bureau.)  DESTROY when 6 years old.		
2.	Copies of Bureau orders and notices or other instructional issuances which are retained solely for reference purposes.  DESTROY when obsolete or superseded.		
	OPERATIONS REVIEW AND SECURITY DIV. RECORDS		
3.	Correspondance of a routine nature relative to operations review or security matters, such as letters of transmittal and requests for information, which are not appropriate for inclusion in the files listed below.  DESTROY when one year old.		
4.	Investigative case files (including reports, financial statements, exhibits and correspondence) in security,		

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7. Item No.	8. DESCRIPTION OF ITEM (With inclusive dates or retention periods)	9. SAMPLE OF JOB NO.	10. ACTION TAKEN
	<p>inquiry, integrity or an other investigation of Bureau employees or other applicants. (Excludes copy or investigative reports and related papers furnished to the Bureau by the U.S. Civil Service Commission.) Maintenance and disposition instructions for these excluded records are provided in Chapter I-2 of the <u>Federal Personnel Manual</u>.</p> <p>DESTROY 15 years after separation of employee, or 15 years after date of last report if separation date is not known or applicant was not appointed.</p> <p>Transfer to Federal Records Center 2 years after separation or date of last report.</p>		
5.	<p>Investigative case files (including reports, exhibits and correspondence) in investigations of unknown or unnamed individuals or involving offices or situations not relating to specifically named individuals. (Excludes selected precedent records determined to be of historical value to the Bureau.)</p> <p>DESTROY when 10 years old.</p>		
6.	<p>Investigative case files (including reports, exhibits and correspondence) on accident investigations or any other type of investigation not included in the preceding items.</p> <p>DESTROY 5 years after issuance of report.</p>		
7.	<p>Reports of operations review and related correspondence.</p> <p>Destroy 10 years after issuance of report.</p>		
8.	<p>Work papers prepared in connection with operations review.</p> <p>DESTROY 2 years after issuance of report.</p> <p style="text-align: center;">INTERNAL AUDIT DIVISION RECORDS</p>		
9.	<p>Files which document Internal Audit Division, Office of Inspection, policies, procedures and activities.</p> <p>Destroy when 10 years old.</p>		
10.	<p>Files relating to reviews by GAO and GAO reports.</p> <p>DESTROY 5 years from date of reply to GAO.</p>		

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7. Item No.	8. DESCRIPTION OF ITEM (With inclusive dates or retention period )	9. SAMPLE OR JOB I.O.	10. ACTION TAKEN
11.	Chronological files of correspondence. DESTROY when 5 years old.		
12.	Working papers prepared in audits, reviews, surveys, special studies, investigations, etc., of ATF or third parties.  DESTROY 5 years after report is issued.		
13.	Reference files- printed, processed or extra copies, including files of Government-wide, departmental and Bureau directives, publications, circulars, bulletins, orders, manuals, etc.  DESTROY when obsolete or superseded.		

WITHDRAWN