

**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)

Treasury Department

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

30 JUN 1977

JOB NO

NC 1 436 77 4

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-5-77 James B. Rhoads
(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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

6-27-77
Date

John S. Baker
(Signature of Agency Representative)

Acting Chief, Information Mgmt. Div.
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The records listed on the attached page(items 291, 292 and 293 of ATF Order 1324.2)are accumulated and filed in the field offices of the Bureau of Alcohol, Tobacco and Firearms.</p>		

*Copies to agency, NARA and
all PRCS plus 7/12/77*

3 items

REGIONAL COUNSEL RECORDS

291. Closed legal files produced in connection with cases arising out of the enforcement of the alcohol, tobacco, firearms, and explosives laws; tort claims and related matters.

DESTROY when 20 years old.

TRANSFER to Federal records center when 2 years old. ~~except for selected precedent cases.~~ *EFB 6/30/77*

292. Internal Control Records - Case record cards and files to register and control cases received on alcohol, tobacco, firearms, explosives, and miscellaneous legal matters, e.g., case number, if any, date received, type of case, classification, issue or question, and date closed.

DESTROY 20 years after closing.

293. Reports - Regional Counsel Statistical Report, with narrative attachments, and individual attorney reports for each attorney performing work on ATF matters retained in report file.

DESTROY when 6 years old or when no longer needed in current operations, whichever is earlier.