

## Request for Records Disposition Authority

Records Schedule Number      DAA-0564-2013-0005

Schedule Status      Approved

Agency or Establishment      Alcohol and Tobacco Tax and Trade Bureau

Record Group / Scheduling Group      Records of the Alcohol and Tobacco Tax and Trade Bureau

Records Schedule applies to      Agency-wide

Schedule Subject      Records from the Headquarters Offices

Internal agency concurrences will be provided      No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
50	7	43	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0564-2013-0005

Sequence Number	
1	Training Curriculum Materials and Associated Information Case Files. Disposition Authority Number: DAA-0564-2013-0005-0001
2	Training Files Disposition Authority Number: DAA-0564-2013-0005-0002
3	Activity Analysis Records Disposition Authority Number: DAA-0564-2013-0005-0003
4	Financial Management Planning Records Disposition Authority Number: DAA-0564-2013-0005-0004
5	Performance and Accountability Reports Disposition Authority Number: DAA-0564-2013-0005-0005
6	Financial Statements Records Disposition Authority Number: DAA-0564-2013-0005-0006
7	Chief Financial Officer Subject Records Disposition Authority Number: DAA-0564-2013-0005-0007
8	Attachment IV Listing Disposition Authority Number: DAA-0564-2013-0005-0008
9	VI1 Form Disposition Authority Number: DAA-0564-2013-0005-0009
10	COLA (Certificate of Label Application) Waiver Request Disposition Authority Number: DAA-0564-2013-0005-0010
11	Export Certificate Files Disposition Authority Number: DAA-0564-2013-0005-0011
12	Import Certificate Files Disposition Authority Number: DAA-0564-2013-0005-0012
13	International Trade Agreement Files Disposition Authority Number: DAA-0564-2013-0005-0013
14	Negotiation Documents Disposition Authority Number: DAA-0564-2013-0005-0014
15	Laboratory Reports Disposition Authority Number: DAA-0564-2013-0005-0015
16	Law Enforcement Laboratory Reports Disposition Authority Number: DAA-0564-2013-0005-0016
17	Chemists' Laboratory Notebooks Disposition Authority Number: DAA-0564-2013-0005-0017
18	Instrument Log Books

	Disposition Authority Number: DAA-0564-2013-0005-0018
19	ISO Documentation Disposition Authority Number: DAA-0564-2013-0005-0019
20	Document Review/ Document Transmittal Files Disposition Authority Number: DAA-0564-2013-0005-0020
21	Test Methods Files Disposition Authority Number: DAA-0564-2013-0005-0021
22	Certificates of Analysis of Chemicals Disposition Authority Number: DAA-0564-2013-0005-0022
23	Standard Solutions Log Disposition Authority Number: DAA-0564-2013-0005-0023
24	Chemist Certifications Disposition Authority Number: DAA-0564-2013-0005-0024
25	Laboratory Certification Application Files Disposition Authority Number: DAA-0564-2013-0005-0025
26	Materials Safety Data Sheets (MSDS) Disposition Authority Number: DAA-0564-2013-0005-0026
27	Documentation of Waste Files Disposition Authority Number: DAA-0564-2013-0005-0027
28	Still Records Disposition Authority Number: DAA-0564-2013-0005-0028
29	Market Compliance Files Disposition Authority Number: DAA-0564-2013-0005-0029
30	Advertising Review Files Disposition Authority Number: DAA-0564-2013-0005-0030
31	Administrative and Support Files Disposition Authority Number: DAA-0564-2013-0005-0031
32	Alcohol Beverage Sampling Program (ABSP) Case Files Disposition Authority Number: DAA-0564-2013-0005-0032
33	Certificates of Label Approvals (COLAs)
33.1	Approved COLAs Disposition Authority Number: DAA-0564-2013-0005-0033
33.2	Rejected COLAs Disposition Authority Number: DAA-0564-2013-0005-0034
33.3	Surrendered Approved COLAs Disposition Authority Number: DAA-0564-2013-0005-0035
33.4	COLA Use-Up Requests Disposition Authority Number: DAA-0564-2013-0005-0036

34	COLA (Certificate of Label Application) Correspondence Disposition Authority Number: DAA-0564-2013-0005-0037
35	Pre-COLA Product Evaluation Files
35.1	Approved Pre-COLA Product Evaluation Files Disposition Authority Number: DAA-0564-2013-0005-0038
35.2	Rejected Pre-COLA Product Evaluation Files Disposition Authority Number: DAA-0564-2013-0005-0039
36	Flavor Verifications Disposition Authority Number: DAA-0564-2013-0005-0040
37	Non-beverage Drawback Formulas and Bonds. Disposition Authority Number: DAA-0564-2013-0005-0041
38	Product Complaint Files Disposition Authority Number: DAA-0564-2013-0005-0042
39	Alcohol and Tobacco Historical Files Disposition Authority Number: DAA-0564-2013-0005-0043
40	Interpretive Opinion Files Disposition Authority Number: DAA-0564-2013-0005-0044
41	Memorandum of Understanding (MOU)/State Agreements Disposition Authority Number: DAA-0564-2013-0005-0045
42	Rulings, Regulations, Procedures, and Notices Files
42.1	Regulations Files Disposition Authority Number: DAA-0564-2013-0005-0046
42.2	Exceptions to Published Rulings, Regulations, Procedures, and Notices Files Disposition Authority Number: DAA-0564-2013-0005-0047
42.3	Non Published Rulings, Regulations, Procedures, and Notices Files Disposition Authority Number: DAA-0564-2013-0005-0048
42.4	Working Files Disposition Authority Number: DAA-0564-2013-0005-0049
43	Records of Non-Selected Employment Applicants Disposition Authority Number: DAA-0564-2013-0005-0055

## Records Schedule Items

Sequence Number	
1	<p data-bbox="368 416 1528 459">Training Curriculum Materials and Associated Information Case Files.</p> <p data-bbox="368 459 1528 502">Disposition Authority Number      DAA-0564-2013-0005-0001</p> <p data-bbox="368 502 1528 674">These files contain training material which covers the goals and mission of TTB and its program. Records include records of participants, instructional materials, and other training aids used to train and/or convey knowledge and information on Bureau programs, activities and functions to Bureau staff and the public.</p> <p data-bbox="368 674 1528 717">Final Disposition                      Temporary</p> <p data-bbox="368 717 1528 761">Item Status                              Active</p> <p data-bbox="368 761 1528 804">Is this item media neutral?          Yes</p> <p data-bbox="368 804 1528 976">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="368 976 1528 1062">GRS or Superseded Authority Citation      NC1-564-11-001, Item 1</p> <p data-bbox="368 1062 1528 1106">Disposition Instruction</p> <p data-bbox="368 1106 1528 1256">Cutoff Instruction                      Cutoff file at the end of the CY when superseded, terminated, or abolished, or when no longer needed for administrative purposes, whichever is later.</p> <p data-bbox="368 1256 1528 1300">Retention Period                      Destroy 5 year(s) after cutoff.</p> <p data-bbox="368 1300 1528 1343">Additional Information</p> <p data-bbox="368 1343 1528 1429">GAO Approval                          Not Required</p>
2	<p data-bbox="368 1429 1528 1472">Training Files</p> <p data-bbox="368 1472 1528 1515">Disposition Authority Number      DAA-0564-2013-0005-0002</p> <p data-bbox="368 1515 1528 1688">These files consist of training that is not part of the Treasury Learning Management System (TLMS). These files include Competency training that is completed by the employee, to include lab safety training, QPD and Test Method and Procedure training.</p> <p data-bbox="368 1688 1528 1731">Final Disposition                      Temporary</p> <p data-bbox="368 1731 1528 1774">Item Status                              Active</p> <p data-bbox="368 1774 1528 1817">Is this item media neutral?          Yes</p> <p data-bbox="368 1817 1528 1936">Do any of the records covered by this item currently exist in      No</p>

electronic format(s) other than e-mail and word processing?

#### Disposition Instruction

Cutoff Instruction

Cutoff files at the end of the CY in which employee separates from agency.

Retention Period

Destroy 5 year(s) after cutoff.

#### Additional Information

GAO Approval

Not Required

3

#### Activity Analysis Records

Disposition Authority Number

DAA-0564-2013-0005-0003

These files are spreadsheets that calculate the cost per item that the Bureau produces. The spreadsheet data is all-inclusive and contains proprietary data including indefinite funds, General Charges, SF-113G - FTE full time equivalent employees and contractors by office and branch level, and detailed function action identifying volume information by each office as it relates to the mission.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

#### Disposition Instruction

Cutoff Instruction

Cutoff files at end of fiscal year.

Retention Period

Destroy 3 year(s) after cutoff.

#### Additional Information

GAO Approval

Not Required

4

#### Financial Management Planning Records

Disposition Authority Number

DAA-0564-2013-0005-0004

These files relate to the direction and management of the agency financial management programs. These files document agency-wide financial management goals; milestones to be achieved; performance measures; and procedural guidance that implement OMB's financial management policies. Items may include annual or other periodic plans documenting the implementation and maintenance of financial systems, and records supporting formally issued plans, such as records

of concurrence, comments, clearances, justifications, expenses and justifications reported to OMB and congress.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

Cutoff Instruction Cut off files at the end of the fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### Performance and Accountability Reports

Disposition Authority Number DAA-0564-2013-0005-0005

These files consist of annual reports consolidating the reporting requirements of the Chief Financial Officer (CFO) Act, Government Performance and Results Act, and other statutes covering public accountability. Records include information on the agency's financial position and the performance of its programs relative to measurable goals

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

#### Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

#### Additional Information

5

6

What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2008.

How frequently will your agency transfer these records to the National Archives? Every 5 Years

#### Financial Statements Records

Disposition Authority Number DAA-0564-2013-0005-0006

The records include the Bureau's annual financial statements, accompanied by the independent auditor's report on compliance and other matters is included in the TTB published annual report, records pertaining to the CFO's management of external audits and reviews of agency financial statements, reports, correspondence, and other related documentation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

7

#### Chief Financial Officer Subject Records

Disposition Authority Number DAA-0564-2013-0005-0007

These files consist of records relating to the CFO's financial management projects and initiatives not otherwise identified in this schedule. Records may include briefings, reports, presentations, studies, correspondence, and other documents created to support the financial management program; decisions on matters affecting agency finances; and procedural guidance to agency program offices.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes



Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**Attachment IV Listing**

Disposition Authority Number DAA-0564-2013-0005-0008

This listing contains the names of wineries that are able to perform their own analysis of their products before being exported to the European Union.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the CY after the listing is superseded or when no longer needed for administrative, legal, and financial requirements, whichever is later.

Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**VI1 Form**

Disposition Authority Number DAA-0564-2013-0005-0009

These files relate to U.S. wine being exported to European Union (EU) countries, which certifies that the wine exported (1) complies with the conditions governing the production and entry into circulation applicable in the United States of America, (2) has been produced using oenological practices in accordance with the terms of the European Community (EC)-U.S. Agreement on Trade in Wine, and (3) has

been produced by a winery licensed by TTB for the production of grape wine. The documents include wine analysis, certification statement, and related documents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

Cutoff Instruction Cut off files at the end of the CY.

Retention Period Destroy 5 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

COLA (Certificate of Label Application) Waiver Request

Disposition Authority Number DAA-0564-2013-0005-0010

These files contain information on waivers requested for Certificates of Label Applications. These waivers are granted for special circumstances such as trade shows, samples of evaluations, or limited personal use. The documents include correspondence, name of person requesting waiver, circumstances surrounding the waiver, and dates that the waiver is granted.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

Cutoff Instruction Cut off file at the end of the CY in which waiver is granted.

Retention Period Destroy 3 year(s) after cutoff.

#### Additional Information

10

11	<div>GAO Approval</div> <div>Not Required</div> <div>Export Certificate Files</div> <div>Disposition Authority Number      DAA-0564-2013-0005-0011</div> <div>These files relate to certificates or documents that are required from industry members seeking approval to import distilled spirits, wine, beer, and tobacco products into a foreign market. The documents include the Certificate of Free Sale, Certificate of Origin and/or Age, Certificate of Health, Certificate of Sanitation, Certificate of Authenticity, Sanitary Statement/Certificate, and Certificate of Manufacturing Process.</div> <div>Final Disposition      Temporary</div> <div>Item Status      Active</div> <div>Is this item media neutral?      Yes</div> <div>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</div> <div>Disposition Instruction</div> <div>Cutoff Instruction      Cut off files at the end of the CY.</div> <div>Retention Period      Destroy 3 year(s) after cutoff.</div> <div>Additional Information</div> <div>GAO Approval      Not Required</div>
12	<div>Import Certificate Files</div> <div>Disposition Authority Number      DAA-0564-2013-0005-0012</div> <div>These files relate to certificates or documents that are required from industry members seeking approval to import natural wine products into the U.S where there is no wine production agreement between the countries. The documents state that the practices and procedures used to produce the imported wine constitutes proper cellar treatment per U.S. regulations.</div> <div>Final Disposition      Temporary</div> <div>Item Status      Active</div> <div>Is this item media neutral?      Yes</div> <div>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</div> <div>Disposition Instruction</div>

13

Cutoff Instruction Cut off files at the end of the CY.  
Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**International Trade Agreement Files**

Disposition Authority Number DAA-0564-2013-0005-0013

These files relate to negotiated agreements between representatives of the United States and the European Union (EU) on trade in wine. The documents include, but are not limited to, text of the agreement, trade facts about the agreement, correspondence and emails from other agencies and the industry commenting on the topic, and other background material.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off files at the end of the calendar year in which agreement was superseded or revoked, which ever is earlier.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 years after cutoff.

**Additional Information**

First year of records accumulation 2003

What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2007

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	22 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

#### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off files at the end of the calendar year in which agreement was superseded or revoked, which ever is earlier.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
Current record-keeping format is paper.

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

#### Negotiation Documents

Disposition Authority Number DAA-0564-2013-0005-0014

These files relate to negotiating agreements and advice given to the Office of the US Trade Representative regarding the worldwide expansion of market access for U.S. goods and service and negotiations of bilateral and multilateral free trade agreements related to wine and spirits.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

14

electronic format(s) other than e-mail and word processing?

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off files at the end of the calendar year.

Transfer to the National Archives for Accessioning

Transfer records to the National Archives in 5 year blocks 15 years after cutoff.

### Additional Information

First year of records accumulation 2003

What will be the date span of the initial transfer of records to the National Archives?

From 2003 To 2007

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	22 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cutoff file at the end of the CY.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

### Additional Information

15

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Current record-keeping format is paper.

How frequently will your agency transfer these records to the National Archives? Every 5 Years

### Laboratory Reports

Disposition Authority Number DAA-0564-2013-0005-0015

These files include all laboratory reports except law enforcement compliance reports, Alcohol Beverage Sampling Program, Pre-Import, 5010 Tax Credit, Compliance, Tax Classification (Tobacco).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-436-86-2, Item 76b  
N1-436-86-2, Item 85

### Disposition Instruction

Cutoff Instruction Cutoff files at the end of the CY.

Retention Period Destroy 5 year(s) after cutoff.

### Additional Information

GAO Approval Not Required

16

### Law Enforcement Laboratory Reports

Disposition Authority Number DAA-0564-2013-0005-0016

These files consist of chemists reports of analysis of alcoholic beverages and tobacco products and other related evidentiary materials.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

17

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-436-86-2, Item 76a

**Disposition Instruction**

Cutoff Instruction Cutoff files at the end of the CY.

Retention Period Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**Chemists' Laboratory Notebooks**

Disposition Authority Number DAA-0564-2013-0005-0017

Theses files consist of Chemist's laboratory records of samples received, including identification of the samples, date of analysis, results of examination, and other related information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NC1-436-77-2, Item 267

**Disposition Instruction**

Cutoff Instruction Cutoff files at the end of the CY or when administrative purposes are satisfied, whichever is later.

Retention Period Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

18

**Instrument Log Books**



Disposition Authority Number DAA-0564-2013-0005-0018

These files consist of notebooks regarding scientific instruments. Included in these files are daily logs, maintenance records, instructions, quality control, calibration certificate, deviations. Includes log book for the weights and quality checks such as refrigerator temperatures.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

Cutoff Instruction Cutoff files at the end of the CY of last entry or when instrument is taken out of service, whichever is earlier.

Retention Period Destroy 5 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### ISO Documentation

Disposition Authority Number DAA-0564-2013-0005-0019

These files consist of documents created in compliance with ISO 17025 to include Quality Procedure Documents (QPD), Working Guidelines (WG), Training Modules, and related documentation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

Cutoff Instruction Cutoff files at the end of the CY when superseded or obsolete, whichever is earlier.

Retention Period Destroy 5 year(s) after cutoff.

#### Additional Information

19

20

GAO Approval

Not Required

Document Review/ Document Transmittal Files

Disposition Authority Number

DAA-0564-2013-0005-0020

These files include records that verify the exchange of revisions for controlled documents took place.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cutoff files at the end of the CY in which document is finalized.

Retention Period

Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

21

Test Methods Files

Disposition Authority Number

DAA-0564-2013-0005-0021

These files consist of Test Methods which are used in analyzing samples. These files include background materials on the development and validation of the method, and other related documentation.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off file at the end of the CY when test method is superseded or obsolete, whichever is earlier.

22

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Certificates of Analysis of Chemicals

Disposition Authority Number DAA-0564-2013-0005-0022

These files consist of an authenticated document, issued by a chemical manufacturer that certifies the quality and purity of the material.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off files at the end of the CY when chemical is discarded or used up, whichever is earlier..

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

23

Standard Solutions Log

Disposition Authority Number DAA-0564-2013-0005-0023

These files consist of records documenting the mixing of solutions made up by the lab for use in analysis including what chemicals are used and when and where they were purchased.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off file at the end of the CY in which the last entry was made.

24

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Chemist Certifications

Disposition Authority Number DAA-0564-2013-0005-0024

These files contain information relating to chemists who are certified to perform lab analysis. These files include the names of entities (including wineries) that are permitted to test wine before export, the name of the certified chemist and related information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at the end of the CY.

Retention Period Destroy 3 years after cutoff or when superseded, whichever is later.

Additional Information

GAO Approval Not Required

25

Laboratory Certification Application Files

Disposition Authority Number DAA-0564-2013-0005-0025

These files contain information relating to the laboratory certification process for the purposes of testing wine for export. The files include background information relating to the application process, applications, correspondence, and certificates of accreditation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

26

### Disposition Instruction

Cutoff Instruction                      Cut off files at the end of the CY in which the application is approved.

Retention Period                      Destroy 5 year(s) after cutoff.

### Additional Information

GAO Approval                      Not Required

### Materials Safety Data Sheets (MSDS)

Disposition Authority Number      DAA-0564-2013-0005-0026

Materials Safety Data Sheets (29 CFR 1910.1020(c)(5)(iii) definition) provide workers and emergency personnel with procedures for handling or working with described substances in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. (current laws and regulations--must keep for 30 years after chemical is disposed of, see 29 CFR 1910.1020 (d)(ii)(A) and (B), (c)(5)(iii) definition).

Final Disposition                      Temporary

Item Status                      Active

Is this item media neutral?              Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

### Disposition Instruction

Cutoff Instruction                      Cutoff files at the end of the CY in which chemical is disposed.

Retention Period                      Destroy 30 year(s) after cutoff.

### Additional Information

GAO Approval                      Not Required

27

### Documentation of Waste Files

Disposition Authority Number      DAA-0564-2013-0005-0027

These files consist of records regarding waste and are maintained according to the rules of the authority for which those records are retained: for example, Maryland, California, Contra Costa County, Environmental Protection Agency (EPA), CUPA (Certified Uniform Program Agencies 27 CCR). See 40 CFR 262.40, 22 CCR 66262, 22 CCR 66265 (CCR=California Code of Regulations).

28

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff files at the end of the CY.
Retention Period	Destroy 30 year(s) after cutoff.

**Additional Information**

GAO Approval	Not Required
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**Still Records**

Disposition Authority Number	DAA-0564-2013-0005-0028
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These files consist of a log book regarding the Still owned by TTB which includes annual reports made to TTB and to the Comptroller of Maryland and other related documents.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff files at the end of the CY.
Retention Period	Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval	Not Required
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29

**Market Compliance Files**

Disposition Authority Number	DAA-0564-2013-0005-0029
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These files relate to alcohol beverage compliance issues. They contain advertising, labeling, formulation, and related correspondence that focus on preventing consumer deception related to alcohol labels, formulas, and advertising.

30	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off file at the end of the FY.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Advertising Review Files	
	Disposition Authority Number	DAA-0564-2013-0005-0030
	These files contain advertisements that were either submitted for informal comment, or as a complaint/referral, or selected internally for review, or the result of an audit of an industry members' advertising program.	
	Final Disposition	Temporary
	Item Status	Active
31	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NCI-436-80-02, Item 100
	Disposition Instruction	
	Cutoff Instruction	Cut off file at the end of the FY.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Administrative and Support Files	
	Disposition Authority Number	DAA-0564-2013-0005-0031
	These files contain various routing records of information necessary for the operation of and functions of supervisors' offices.	

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NCI-436-77-02, Item 219
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off file at the end of the FY.
Retention Period	Destroy 1 year(s) after cutoff.

**Additional Information**

GAO Approval	Not Required
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**Alcohol Beverage Sampling Program (ABSP) Case Files**

Disposition Authority Number	DAA-0564-2013-0005-0032
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These files contain information on products picked up and analyzed under this program. The program ensures that alcohol products are correctly labeled, properly classified for tax purposes, and safe for consumer consumption. Documents maintained in these files include chemists' reports, name of producer or importer whose product is being sampled; lab reports with product analysis; memorandum to the field outlining the sampling program as to what product is to be sampled, how much of it is to be sampled, and from what source it is to be gathered; results of sampling and any corrective actions to be taken; and any correspondence with the industry member.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	NCI-436-77-2, Item 125
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off files at the end of the FY in which the case was closed.

32



	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
33	Certificates of Label Approvals (COLAs)	
	These files relates to Certificates of Label Approvals (COLAs). A certificate of label approval authorizes the certificate holder to bottle and remove or import alcohol beverages that bear labels identical to those shown on the certificate of label approval or containing the allowable revisions found in Part V. of the form. The documents in the file include TTB Form 5100.31, OMB Number 1513-0020, and related documentation.	
33.1	Approved COLAs	
	Disposition Authority Number	DAA-0564-2013-0005-0033
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NI-436-01-1, Item 169a (1)
	Disposition Instruction	
	Cutoff Instruction	Cut off file at the end of the (FY).
	Retention Period	Destroy 15 year(s) after cutoff or when no longer needed for administrative, legal, and financial requirements occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
33.2	Rejected COLAs	
	Disposition Authority Number	DAA-0564-2013-0005-0034
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

33.3

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

NC1-436-01-1, Item 169a (2)

#### Disposition Instruction

Cutoff Instruction

Cut off file at the end of the (FY) in which application was rejected.

Retention Period

Destroy 3 year(s) after cutoff.

#### Additional Information

GAO Approval

Not Required

#### Surrendered Approved COLAs

Disposition Authority Number

DAA-0564-2013-0005-0035

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

#### Disposition Instruction

Cutoff Instruction

Cut off file at the end of the (FY) in which COLA was surrendered.

Retention Period

Destroy 15 year(s) after cutoff.

#### Additional Information

GAO Approval

Not Required

33.4

#### COLA Use-Up Requests

Disposition Authority Number

DAA-0564-2013-0005-0036

These files consists of requests for permission to use up current inventory of labels which are no longer approved and/or do not meet regulatory requirements.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

Cutoff Instruction Cut off file at the end of the (FY) in which the request expires.

Retention Period Destroy 3 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### COLA (Certificate of Label Application) Correspondence

Disposition Authority Number DAA-0564-2013-0005-0037

These files consist of correspondence with permittees and others concerning labeling of alcoholic beverages, other than correspondence related to label approval, label use-up request, or exemption from label approval, covered by different items of this schedule.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NCI-436-80-02, Item 99

#### Disposition Instruction

Cutoff Instruction Cut off file at the end of the FY.

Retention Period Destroy 3 year(s) after cutoff.

34

35	Additional Information	GAO Approval Not Required
	Pre-COLA Product Evaluation Files	These files relate to processes and formulas filed by importers and domestic manufacturers of alcohol beverage products. Prior to issuing a Certificate of Label of Approval (COLA), the product is evaluated and the formula is approved to determine whether a proposed label identifies the product in an adequate and non-misleading way. Documents maintained in these files include Formulas, Pre-Import Formulas, Laboratory Analysis, and related documents.
35.1	Approved Pre-COLA Product Evaluation Files	Disposition Authority Number DAA-0564-2013-0005-0038
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	Cutoff Instruction Cut off file at the end of the FY in which the business is discontinued, or COLA is surrendered, which ever is earlier.  Retention Period Destroy no sooner than 15 year(s) after cutoff but longer retention is authorized
35.2	Additional Information	GAO Approval Not Required
	Rejected Pre-COLA Product Evaluation Files	Disposition Authority Number DAA-0564-2013-0005-0039
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

36

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

Cutoff Instruction Cutoff files at the end of the FY in which application was rejected.

Retention Period Destroy 3 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### Flavor Verifications

Disposition Authority Number DAA-0564-2013-0005-0040

These files consist of records filed by name of manufacturer, covering essences, extracts, and other flavoring materials.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

Cutoff Instruction Cut off file at the end of the FY.

Retention Period Destroy no sooner than 15 year(s) after cutoff but longer retention is authorized

#### Additional Information

GAO Approval Not Required

37

#### Non-beverage Drawback Formulas and Bonds.

Disposition Authority Number DAA-0564-2013-0005-0041

These records include formulas filed by manufacturers of non-beverage products, supplemental statements of process and related correspondence. They also

include bonds, consents of surety filed in connection with monthly claims and related powers of attorney.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation NCI-436-77-2, Item 144

#### Disposition Instruction

Cutoff Instruction Cutoff files at the end of the CY in which allowance of last claim filed or business is discontinued, whichever is later.

Retention Period Destroy 5 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### Product Complaint Files

Disposition Authority Number DAA-0564-2013-0005-0042

These files contain information on product complaints brought by both consumers and industry members. Documents contained in the file may include correspondence, investigative reports, sample analysis, and reports of corrective actions recommended and/or completed.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

Cutoff Instruction Cut off file at end of the FY in which the case is closed.

39

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Alcohol and Tobacco Historical Files

Disposition Authority Number DAA-0564-2013-0005-0043

Data in these files document Alcohol and Tobacco programs and operations of the Bureau. These files contain correspondence (with division offices and others) concerning alcohol and tobacco activities and functions, and related reports, memorandums, and other documents. This item covers only historically significant non-administrative records of predecessor agencies. These records are deemed historically significant because they document the actions of high-level agency officials, relate to a matter which received congressional or media attention, or contain information with continuing research value which is not captured or summarized in another permanent series.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NC1-436-80-2, Item 75

Disposition Instruction

Cutoff Instruction Cutoff files at the end of the CY.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

Additional Information

First year of records accumulation 1914

End year of records accumulation 2003

What will be the date span of the initial transfer of records to the National Archives? From 1914 To 1998

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	150 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

40

### Interpretive Opinion Files

Disposition Authority Number      **DAA-0564-2013-0005-0044**

These files consist of memoranda, letters/correspondence that applies the laws, regulations and policies to specific TTB mission. These documents are addressed to officials within TTB and the Treasury Department as well as to other Federal and State officials, members of the regulated industry and public, members of Congress, and foreign governments.

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply      **Non-electronic Textual Records**

Cutoff Instruction      **Cutoff files at end of CY.**

Transfer to the National Archives for Accessioning      **Transfer records to the National Archives in 5 year blocks 15 years after cutoff.**

### Additional Information

First year of records accumulation      **2003**

What will be the date span of the initial transfer of records to the National Archives?      **From 2003 To 2007**

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**



	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	11 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

#### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply      **Electronic Records**

Cutoff Instruction      Cut off files at the end of the CY.

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **Unknown**  
Current record-keeping format is paper.

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**

41

#### Memorandum of Understanding (MOU)/State Agreements

Disposition Authority Number      **DAA-0564-2013-0005-0045**

These files contain consultative and collaborative processes with other countries, Federal, State, and law enforcement agencies regarding the laws and regulations concerning the importation and exportation of alcohol beverage.

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in      **No**

	electronic format(s) other than e-mail and word processing?	
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off files at the end of the calendar year (CY) in which the agreement expired and/or was cancelled, whichever is earlier.
	Retention Period	Destroy 5 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
42	<b>Rulings, Regulations, Procedures, and Notices Files</b>	
	These records consist of records relating to the development, review, and approval of published and unpublished rules and regulations pursuant to TTB. Records in these files include notices of proposed rulemaking, petitions for rulemaking and consideration, denials of petitions and reconsideration, drafts of proposed regulations and guidelines, public and internal comments, hearing transcripts, meeting minutes, research studies, and other technical support materials (including maps and photographs) generated during the process to develop and approve the regulation or petition.	
42.1	<b>Regulations Files</b>	
	Disposition Authority Number	DAA-0564-2013-0005-0046
	These records contain the case files of the rulings procedures, and guidance of the Bureau.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	If this item has multiple sections, indicate here records to which this section apply	Non-electronic Textual Records
	Cutoff Instruction	Cutoff files at the end of the FY in which the rule is published.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 years after cutoff.

### Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2007**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	55 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff files at the end of the FY in which the rule is published.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Current record-keeping format is paper.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

**Exceptions to Published Rulings, Regulations, Procedures, and Notices Files**

Disposition Authority Number **DAA-0564-2013-0005-0047**

42.2

These are case files concerning routine exceptions to published regulations, rulings and procedures. They include record of responses to and from TTB, industry members, the general public, and other related correspondence on which the regulation, ruling or decision is based.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-436-80-2, Item 74

#### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off file at the end of the FY in which the exception to the final rule was published.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 years after cutoff.

#### Additional Information

First year of records accumulation 2003

What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2007

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	33 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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#### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off file at the end of the FY in which the exception to the final rule was published.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Current record-keeping format is paper.

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

42.3

#### Non Published Rulings, Regulations, Procedures, and Notices Files

Disposition Authority Number

DAA-0564-2013-0005-0048

These are case files containing closed studies, reports and other related data that do not result in the issuance of a regulation, ruling or decision.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

#### Disposition Instruction

Cutoff Instruction

Cutoff files at the end of the FY upon decision to not publish the ruling, regulation, or guidance.

Retention Period

Destroy 3 year(s) after cutoff.

#### Additional Information

42.4

GAO Approval Not Required

### Working Files

Disposition Authority Number DAA-0564-2013-0005-0049

These files contain background material, public information, drafts, memorandums of law, and internal comments on proposed documents. These files may contain staff's papers not included in the official regulation files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

### Disposition Instruction

Cutoff Instruction Cutoff files at the end of the FY in which the rule is published, final regulation is published, or decision is made not to publish.

Retention Period Destroy 3 year(s) after cutoff.

### Additional Information

GAO Approval Not Required

43

### Records of Non-Selected Employment Applicants

Disposition Authority Number DAA-0564-2013-0005-0055

Records of non-selected applicants are records that are created and received in the course of TTB employment announcements and interviews. Records include but are not limited to resumes, interview notes (written on copies of resumes, on note paper, on questionnaires, or on or by any means during an interview), copy of job announcements, and qualification related materials submitted by the applicant during the interview.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

### Disposition Instruction

Cutoff Instruction	Cut off file at the end of the fiscal year in which the position has been filled or cancelled.
Retention Period	Destroy 1 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
05/31/2013	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
08/27/2013	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
09/03/2013	Submit For Certification	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
09/03/2013	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
09/18/2014	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
09/19/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/19/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist