Request for Records Disposition Authority

Records Schedule: DAA-0564-2013-0008

Request for Records Disposition Authority

Records Schedule Number

DAA-0564-2013-0008

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

Executive and Senior Management

Internal agency concurrences will

No

be provided

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
8	4	4	0

GAO Approval

PDF Created on: 09/18/2014



Sequence Number	
1	Briefing Books
1.1	The official copy Disposition Authority Number: DAA-0564-2013-0008-0001
1.2	All other copies. Disposition Authority Number: DAA-0564-2013-0008-0002
2	Congressional Correspondence Files
2.1	Correspondence of a substantive nature. Disposition Authority Number: DAA-0564-2013-0008-0003
2.2	Correspondence of a routine nature. Disposition Authority Number: DAA-0564-2013-0008-0004
3	Congressional Liaison Files Disposition Authority Number: DAA-0564-2013-0008-0005
4	Press Releases Disposition Authority Number: DAA-0564-2013-0008-0006
5	Speeches (Administrator, Deputy, and Assistant Administrators)
5.1	Record set of final speech text. Disposition Authority Number: DAA-0564-2013-0008-0007
5.2	All other copies Disposition Authority Number: DAA-0564-2013-0008-0008



Records Sche	uule items		
Sequence Number		,	
1	Briefing Books Briefing books provided to senior Department of Treasury officials (Assistant Secretaries, Deputy Assistant Secretaries) on important issues prepared by various Departmental offices. Briefing books may contain schedules, agendas, topics of discussion, issue and talking points, biographies, summary and/or position papers. The official copy is the one prepared for the Assistant Secretary and Deputy Assistant Secretary.		
1.1	The official copy		
	Disposition Authority Number	DAA-0564-2013-0008-0001	
	These are the record copies prepared for the Assistant Secretary and Deputy Assistant Secretary.		
	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 the end of the FY.	
	Transfer to Inactive Storage	Transfer to the Federal Records Center 10 years after cutoff.	
	Transfer to the National Archives for Accessioning	Transfer paper records 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	

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 FY.

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 recordkeeping format is paper.

How frequently will your agency transfer these records to the

National Archives?

Every 5 Years

1.2 All other copies.

Disposition Authority Number

DAA-0564-2013-0008-0002

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 email and word processing?

No

Disposition Instruction

Cutoff Instruction

Cuttof at the end of the FY.

Retention Period

Destroy no sooner than 3 year(s) after cutoff but

longer retention is authorized

Additional Information

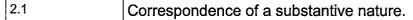
GAO Approval

Not Required

Congressional Correspondence Files

These files contain incoming and outgoing correspondence with members of Congress. Files consist of reports and relevant material relating to TTB's position on Congressional bills and revenue acts.

2



Disposition Authority Number DAA-0564-2013-0008-0003

These files documents substantive Bureau program functions by showing the development of major policies and procedures and requires the signature of the Administrator for TTB and is not included in another permanent record 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 email and word processing?

No

Disposition Instruction

If this item has multiple sections. indicate here records to which

Non-electronic Textual Records

this section apply

Cutoff Instruction

Cutoff files at the end of the FY.

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

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.

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 recordkeeping format is paper

How frequently will your agency transfer these records to the

National Archives?

Every 5 Years

2.2

3

Correspondence of a routine nature.

Disposition Authority Number

DAA-0564-2013-0008-0004

These files consist of correspondence with members of Congress that are forwarded to the Office for review and/or reference purposes, but do not require the Administrator's signature.

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 email and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff files at the end of the FY in which the

correspondence was receieved.

Retention Period

Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Congressional Liaison Files

Disposition Authority Number

DAA-0564-2013-0008-0005

Thesefiles relate to contacts with individual members of Congress. Records include, but are not limited to, correspondence, memorandums of conversation with Representative or Senator, and other background 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 email and word processing? No





GRS or Superseded Authority

Citation

NC1-436-80-2 Item 28

Disposition Instruction

Cutoff Instruction

Cut off file at the end of each Congress.

Retention Period

Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Press Releases

Disposition Authority Number

DAA-0564-2013-0008-0006

These files contain prepared statements or announcements issued for distribution to the news media and other interested parties concerning TTB and its' regulated industries. The documents include articles and biographies of key bureau personnel.

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 email and word processing?

No

GRS or Superseded Authority

Citation

N1-436-96-2 item 71a

Disposition Instruction

Cutoff Instruction

Cut off file at the end of the FY in which the Executive

leaves the bureau.

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 2003

What will be the date span of the

of the Unknown

initial transfer of records to the National Archives?

Date span begins in 2003 and remainder of span is dependent upon the time in which the executive

leaves office.

How frequently will your agency transfer these records to the

Unknown

National Archives?

Depends upon time when executive leaves office.

5

Speeches (Administrator, Deputy, and Assistant Administrators) Files include a final copy of the speech or Congressional testimony, documentation on the group addressed, and the date.

5.1

Record set of final speech text.

Disposition Authority Number

DAA-0564-2013-0008-0007

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 email 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 FY.

Transfer to the National Archives

for Accessioning

Transfer records 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

From 2003 To 2007

National Archives?

How frequently will your agency transfer these records to the

National Archives?

Every 5 Years

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.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives in 5 year blocks 15

year(s) after cutoff.



What will be the date span of the initial transfer of records to the

National Archives?

Unknown

Current recordkeeping format is paper

How frequently will your agency transfer these records to the

National Archives?

Every 5 Years

5.2 All other copies

Disposition Authority Number

DAA-0564-2013-0008-0008

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 email and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff files at the end of the FY.

Retention Period

Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval

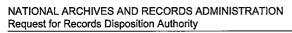
Not Required

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	Ву	Title	Organization
08/05/2013	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
08/06/2013	Return for Revisio n	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
08/07/2013	Submit For Certific ation	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
08/08/2013	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
09/04/2013	Return for Revisio n	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
09/04/2013	Submit For Certific ation	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
09/04/2013	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
09/10/2014	Submit for Concur rence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
09/11/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services





Records Schedule: **DAA-0564-2013-0008**

09/11/2014	Concur	Laurence Brewer	•	National Archives and Records Administration - National Records Management Program
09/16/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist