

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-436-04-2	
1. FROM (Agency or establishment) Bureau of Alcohol, Tobacco, Firearms and Explosives		DATE RECEIVED 2/12/04	
2. MAJOR SUBDIVISION Office of Firearms, Explosives and Arson		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION National Repository Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Steve Scheid / YVONNE Johnson	202-927-4590 202-927-7776	9-16-04	John W. Carl
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
12/10/03	Jackie White	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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	ATF RCS 201, Item 28, Arson and Explosives Incidents (AEXIS). See attached description.		

cc Agency NR NAWMD NAWME NAWMA, NAWETA

Bureau of Alcohol, Tobacco and Firearms
Office of Firearms, Explosives and Arson
National Repository Branch

ATF RCS 201, Item 28, Arson and Explosives Incidents (AEXIS). AEXIS contains information regarding explosives and arson incidents reported to or investigated by ATF. AEXIS can also be used to match targets and motives as well as similar explosive devices, and can show trends and patterns in a given area, State, or throughout the nation. The information contained in AEXIS is available to all Federal, State, and local law enforcement agencies.

a. Master File.

(1) Records date 1920 to 2003 (bulk 1975 to 2003)

DISPOSITION. PERMANENT. TRANSFER A COPY ALONG WITH A PUBLIC USE VERSION TO THE NATIONAL ARCHIVES IMMEDIATELY, IN ACCORDANCE WITH 36 CFR 1228.270.

(2) Records date 1920 to Present, and Continuing (bulk 1975 to present)

DISPOSITION. PERMANENT. TRANSFER EVERY 5 YEARS TO THE NATIONAL ARCHIVES A COPY ALONG WITH A PUBLIC USE VERSION THAT FULLY SUPERCEDES THE PREVIOUS ACCESSION, IN ACCORDANCE WITH 36 CFR 1228.270 (i.e. RECORDS DATED 1920 TO 2008 ARE TRANSFERRED IN 2009. RECORDS DATED 1920 TO 2013 ARE TRANSFERRED IN 2014, AND SO ON).

~~b. Input Records. These files consist of ATF Significant Activity Reports, laboratory reports and photographs, reports from State and local law enforcement agencies throughout the U.S., and related records in paper and electronic format.~~

~~DISPOSITION. THESE RECORDS ARE FILED IN THE INVESTIGATIVE FILE AND ARE SCHEDULED UNDER ATF RCS 201, ITEM 44.~~

c. Output Records. Various statistical and investigative reports to management and/or States and nations upon request.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

Bureau of Alcohol, Tobacco and Firearms
Office of Firearms, Explosives and Arson
National Repository Branch

d. System Documentation. Less than 1 cubic foot. Record layout and codebook.

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES WITH EACH MASTER FILE ACCESSION.

e. Electronic Mail and Word Processing System Copies. Records created and received on electronic mail and word processing systems, and used to generate a recordkeeping copy. Also includes electronic records maintained for updating, revision or dissemination.

(1) Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION. TEMPORARY. DESTROY/DELETE AFTER RECORDKEEPING COPY IS GENERATED AND PLACED IN A RECORDKEEPING SYSTEM.

(2) Records used for dissemination, revision, or updating.

DISPOSITION. TEMPORARY. DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETE.

Bureau of Alcohol, Tobacco and Firearms
Office of Firearms, Explosives and Arson
National Repository Branch

*See updated,
registered
schedule?*

ATF RCS 201, Item 28, Arson and Explosives Incidents (AEXIS). AEXIS contains information regarding explosives and arson incidents reported to or investigated by ATF. AEXIS can also be used to match targets and motives as well as similar explosive devices, and can show trends and patterns in a given area, State, or throughout the nation. The information contained in AEXIS is available to all Federal, State, and local law enforcement agencies.

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a. Master File. Records date 1973 to date.

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES IMMEDIATELY. THEREAFTER CUTOFF, EVERY 10 YEARS TRANSFER A COPY TO THE NATIONAL ARCHIVES.

b. Input Records.

(1) Paper Records. Various hard copy reports, ATF Significant Activity Report, laboratory reports and photographs, reports from State and local Law Enforcement agencies throughout the U.S., and related records.

DISPOSITION. DESTROY 1 YEAR AFTER INFORMATION IS INPUT INTO MASTER FILE.

(2) Electronic Records. Data is collected from various Federal, State, and local law enforcement agencies and uploaded into AEXIS by ATF via a script. Data is also entered from the NFORCE System.

c. Output Records. Various statistical and investigative reports to management and/or States and nations upon request.

DISPOSITION. DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.

Bureau of Alcohol, Tobacco and Firearms
Office of Firearms, Explosives and Arson
National Repository Branch

d. System Documentation. Less than 1 cubic foot. Record layout and codebook.

DISPOSITION. PERMANENT. TRANSFER A COPY TO THE NATIONAL ARCHIVES WITH MASTER FILE.

e. Electronic Mail and Word Processing System Copies. Records created and received on electronic mail and word processing systems, and used to generate a recordkeeping copy. Also includes electronic records maintained for updating, revision or dissemination.

(1) Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION. TEMPORARY. DESTROY/DELETE AFTER RECORDKEEPING COPY IS GENERATED AND PLACED IN A RECORDKEEPING SYSTEM.

(2) Records used for dissemination, revision, or updating.

DISPOSITION. TEMPORARY. DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETE.