

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*8208219*

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

1 FROM (AGENCY OR ESTABLISHMENT)

U. S. Treasury Department

2 MAJOR SUBDIVISION

Bureau of Alcohol, Tobacco and Firearms

3 MINOR SUBDIVISION

Administrative Programs Division

4 NAME OF PERSON WITH WHOM TO CONFER

Jack O'Leary

5 TEL EXT

566-7077

LEAVE BLANK	
JOB NO	NC1-436-82-2
DATE RECEIVED	July 8, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>6/28/82</u>	<u>Howard K. Hard</u>	Chief, Paperwork Management Branch

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<del>SEE ATTACHED DESCRIPTION OF RECORDS</del>	<del>NC1-436-80-2 (Item 186)</del>	

115-107

*Closed out as withdrawn; 9-30-82; em*

## DESCRIPTION OF RECORDS

The records consist of approximately 5,000 cubic feet of firearms transactions records that have been delivered to ATF by Federally licensed firearms dealers. The records contain copies of ATF F 4473 (5300 9), Firearms Transaction Record, and related bound ledger books. A copy of the firearms transaction record is attached. The forms are a standard size, and are furnished to the dealers by ATF. The size of the bound ledger books is not standardized. The inclusive dates for the majority of the records are 1970 - 1980.

The Gun Control Act of 1968 prohibits certain persons from shipping, transporting, or receiving firearms. The firearms transaction record requires purchasers of firearms to answer certain questions which establish their eligibility to receive a firearm. The form also establishes the type of firearm sold to the purchaser. The legal requirements on which the form is based are found in 18 U.S.C. 922. The dealers are also required to retain in bound ledger books a record of the acquisition and disposition of all firearms. Dealers are also required to retain records relating to ammunition, which are also delivered to the Bureau when they go out of business. However, these records are destroyed when they are two years old and do not present a storage problem. In addition, some dealers' records contain papers and card material of various shapes and sizes.

Firearms dealers are required to retain the forms and bound ledgers on their premises for as long as they remain in business. Upon discontinuance of the business, the records must be delivered to a successor or, if the discontinuance is absolute, to the nearest field office of ATF. The ATF field offices then forward the records to the ATF Firearms Records Repository at 3800 South Four Mile Run Drive, Arlington, Virginia. The records are used by ATF to respond to requests from other Federal agencies, and from state and local law enforcement agencies, to trace the ownership of firearms used in the commission of crimes. Copies of the records are also used in court cases. The records are the only copies that exist, and are a valuable law enforcement tool.

Some of the records have been microfilmed by a service bureau according to the standards in FPMR 101.11.506. (Please refer to the attached copy of NARS Job. No. NC1-436-79-5.) After the microfilm has been accepted by ATF, the paper records are destroyed. The Bureau plans to continue the microfilming of the more active dealers' records as resources allow. The complex nature of the records entail considerable documentation preparation costs prior to microfilming.

WITHDRAWN

Description of Records

A large portion of the records are inactive, i.e., they are infrequently used for gun tracing. The ATF Firearms Records Repository can no longer provide the space necessary to store the records prior to microfilming. In addition to the approximately 10,000 cubic feet of records currently stored at the Repository (approximately 50% are inactive), dealers who go out of business are continually delivering records to ATF field offices which, in turn, are forwarded to the Repository. As the Bureau has centralized its gun tracing facility at its Washington, D.C., Headquarters, it is necessary to store the records at the Repository, or at a nearby facility so they will be available if needed for a gun trace.

As noted above, it is the Bureau's intent to continue microfilming the more active records in order to reduce storage space requirements, and to facilitate tracing from them. (The microfilmed records can be traced quicker and easier than the paper records.) The records are currently scheduled for disposition under ATF records control schedule 101, item 186. The Bureau maintains detailed statistical records of all gun tracing activity, and believes that in time those records that have a very low probability of ever being needed for a gun trace can be more specifically identified. The Bureau will then explore the possibility of destroying those records without microfilming them. However, we are unable to predict at this time when such action can be taken. Under current regulations, all Federally licensed firearms dealers actively in business are required to retain the records on their premises so that they are available for gun traces.

Accordingly, the Bureau requests an exception from your office so that the inactive records can be temporarily accessioned to the Washington National Records Center for storage prior to microfilming or other disposition. Your cooperation in this matter will be greatly appreciated. All records shipped to Suitland will be in standard records shipping boxes.

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