

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | | LEAVE BLANK (NARA use only) | |
|---|--|----------------------------------|---|--|
| TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001 | | | JOB NUMBER N1-564-09-5 | |
| 1 FROM (Agency or establishment) Department of the Treasury | | | DATE RECEIVED 5/12/09 | |
| 2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau | | | NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Headquarters Operations | | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Gregory P Harrod, Sr. | 5 TELEPHONE 202-927-1620 | DATE WITHDRAWN | ARCHIVIST OF THE UNITED STATES WITHDRAWN | |
| 5 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>1</u> pages(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 05/06/09 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara M Pearson</i> | | TITLE Records Officer | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) | |
| | See Attachment WITHDRAWN | | WITHDRAWN | |

TTBDocs

Office of Headquarters Operations strives to support the Bureau in its efforts to protect the American public and the revenue generated from its regulated industries. Among its focal items includes Providing access to Bureau information using innovation and technology to improve business relations with its customers, The Knowledge Management (KM) Staff coordinates the Bureau's information management activities such as forms management, records management, publications, printing and graphics, library services, and Web services. The KM Staff ensures these programs adhere to Federal laws and policies.

Description:

WITHDRAWN

The TTBDocs Database houses a single-point collection of records from several business processes as a ready-research, reference and recall repository of user copies of records scheduled in other areas throughout the Bureau. This system contains, but is not limited to indexed inputs as indicators to the location of the actual records, Federal Records references to items that transitioned through TTB activities, flavor verification forms, Chief Counsel documents, Non-beverage Product Laboratory documents, regulatory correspondence with related background documents and numerous data that can be cross-referenced to facilitate Bureau business activities.

1. Input:

Information is entered by staff from across the Bureau's operations in a case files format of individual information items. Information is searchable by subject, item title, subject matter description or key words to direct the inquirer to a point of information which can lead them to the actual records for review.

Disposition: TEMPORARY.

- A Hardcopy Records – In accordance with GRS 20, Item 2a(4)
- B Electronic Records – In accordance with GRS 20, Item 2b

2. Master Files:

Records include, but not limited to scanned entries from the Federal Record, judicial case file overviews, regulations and directives, permits, formulas, businesses general information, Treasury decisions and other information collected in the course of TTB business activities.

Disposition: TEMPORARY.

Cutoff when the final entry is entered into the product case file. Destroy 10 years after the final entry is made in the case file or when the Bureau determines the records are no longer needed for administrative, legal, audit or other operational purposes whichever is later

3. Output:

Produces lab reports and lab worksheets. This output occurs quarterly.

Disposition: TEMPORARY

In accordance with GRS 20, Items 12, 13, 15 and 16, as applicable
(Note: In those cases where the output records exceed the authorities listed for this series, the records are scheduled under other authorities.)

4. System Documentation: Codebooks, records layout, user guide, and other related materials

Disposition TEMPORARY.

In accordance with GRS 20, Item 11a(1)

WITHDRAWN