
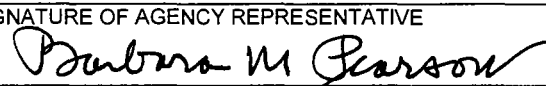


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)		
		JOB NUMBER <i>N1-564-11-1</i>		
TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>12/16/10</i>		
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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				
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P. Harrod, Records Manager		5 TELEPHONE 202-453-2102	DATE <i>12/14/10</i>	ARCHIVIST OF THE UNITED STATES 
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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested				
DATE <i>12/14/2010</i>		SIGNATURE OF AGENCY REPRESENTATIVE 		
		TITLE Records Management 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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			

Item No.	Description of Item of Proposed Disposition	GRS or Superseded Job Citation
1	<p><u>Training Curriculum Materials and Associated Information Case Files.</u></p> <p>These files contain training texts and guides used by instructors and participants and presentation materials developed and used to train and/or convey knowledge and information on Bureau programs, activities and functions to Bureau staff and employed contractors</p> <p><u>DISPOSITION: TEMPORARY.</u> Cutoff at the end of the calendar year Retain for 10 years or when superseded, obsolete or when no longer needed for administrative purposes, whichever is later.</p> <p><i>Note: This series does not apply to training administrative records such as training requests, course critiques, evaluations and after action/training reports that are scheduled under GRS 23, item 1.</i></p>	<p>NC1-436-80-2, Item 5a N1-436-80-2, Item 5b N1-436-00-2, Item 1b N1-436-00-2, Item 1c NC1-436-80-2, Item 6a</p>