

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 <i>NI-564-09-13</i>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>5/12/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Headquarters Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P. Harrod, Sr.	5 TELEPHONE 202-927-1620	DATE <i>9-18-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
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>2</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 <i>05/06/09</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

Integrated Library Management System (ILMS)

The 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.

The Integrated Library Management System (ILMS) stores data regarding the cataloging, circulation, patron access cataloging, tracking of serials and reports related to the Information Research Center (IRC) collection and circulation. ILMS also tracks missing issues, submitted claims to subscription jobs on a quarterly basis, maintains claims submitted and resolved; tracks small purchases, acquisition of supplies and other resources, and catalogs the location of supporting information and documentation. The system enables library staff to maintain accountability for materials and resources in the library's collection. It integrates all aspects of library functions into a relational database. Only library staff can enter data and TTB employees are able to view the online patron catalog.

1. ~~Inputs:~~

~~Transaction data including, but not limited to, holdings codes, call numbers, classification, originator information, barcode data, item information, accession information, price data, item description and condition, media type, and check-in/out information.~~

~~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:

Include, but are not limited to data on the following: cataloging, circulation, patron access cataloging, tracking Information Research Center (IRC) collection and circulation serials and reports; tracking missing issues, submitting quarterly claims to subscription jobber, maintaining a file of claims submitted and resolved; small purchase files, supply acquisition, acquisition of resources; and location of supporting information/documentation.

Disposition: TEMPORARY

Cutoff at the end of the fiscal year. Destroy when 10 years old or when the Bureau determines the records are no longer needed for administrative, legal, audit or other operational purposes, whichever is later.

3. ~~Outputs:~~

~~Electronic files extracted from a master file or database in its original format and used solely to produce hardcopy publications and/or printouts of tabulations, ledgers, registers, and statistical reports. Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet daily business needs. Examples include, but are not limited to: circulation reports and statistics, purchasing logs, transaction summaries, holdings catalogs, holdings/item labels, user histories, and non-organizational request information.~~

~~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)