

Request for Records Disposition Authority

Records Schedule Number **DAA-0564-2015-0001**
Schedule Status **Approved**

Agency or Establishment **Alcohol and Tobacco Tax and Trade Bureau**
Record Group / Scheduling Group **Records of the Alcohol and Tobacco Tax and Trade Bureau**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Alcohol and Tobacco Tax and Trade Bureau**
Minor Subdivision **Office of Chief Counsel**
Schedule Subject **Chief Counsel Litigation Case Files**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0564-2015-0001

Sequence Number

1

Closed Litigation Case Files

Disposition Authority Number: DAA-0564-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Closed Litigation Case Files</p> <p>Disposition Authority Number DAA-0564-2015-0001-0001</p> <p>These files consist of a record of pleadings, evidence, correspondence, memoranda, studies, appraisals, decisions and related documents for closed claims and administrative and/or judicial proceedings.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation NC1-436-80-2, Item 235 for TTB only.</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at end of the fiscal year during which any claims processing or litigation ended.</p> <p>Retention Period Destroy 7 year(s) after cutoff or when no longer needed for administrative purposes occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/28/2015	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
03/02/2015	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/31/2015	Submit For Certification	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
03/31/2015	Certify	Quinton Mason	Records Officer	HQ Operations - Rulings and Regulations Division
10/19/2015	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist