

## Request for Records Disposition Authority

Records Schedule Number	DAA-0436-2013-0005
Schedule Status	Approved
Agency or Establishment	Bureau of Alcohol, Tobacco, Firearms, and Explosives
Record Group / Scheduling Group	Records of the Bureau of Alcohol, Tobacco, Firearms, and Explosives
Records Schedule applies to	Major Subdivision
Major Subdivision	Office of Professional Responsibility and Security Operations (OPRSO)
Minor Subdivision	Internal Affairs Division (IAD)
Schedule Subject	Internal Affairs Professional (IAPro)
Internal agency concurrences will be provided	No

Background Information      **System Title: Internal Affairs Professional (IAPro)**

### Background Information:

Internal Affairs Professional (IAPro) information system is a database owned by the Office of Professional Responsibility and Security Operation (OPRSO), Internal Affairs Division. IAPro encompasses the software, hardware, personnel information, processes (manual and automated), procedures, controls, and other data necessary to provide the Internal Affairs Division with the ability to accurately manage, monitor, generate, and analyze reported incidents involving misconduct, in accordance with ATF O 8610.1B Internal and Other Investigations.

This database is used for investigation of allegations related to employee integrity and misconduct, to include but not limited to: reports of attempted bribery; injuries or fatalities; use of force/shooting incidents; Federal tort claims; loss/theft of property, e.g., weapons or computer equipment; or other critical or sensitive incidents. The IAPro information system allows the Internal Affairs Division to manage its investigations and to ensure the consistency and accuracy of the review process.

Records in the database may contain Personally Identifiable Information (PII), which are exempted from public disclosure, pursuant to the Privacy Act of 1974. Records in the database may also contain information that must be safeguarded as per 26 U.S.C.

§ 6103, which prohibits disclosure of Federal tax return information, and qualifies as a statute prohibiting disclosure under 5 U.S.C. Section 552(b)(3). Records in the database may also contain law enforcement information that is prohibited from disclosure under 5 U.S.C Section 552(b)(7). To safeguard this information the master file is only accessible to approximately twenty-five (25) authorized users of the system, to include ISD technical personnel. A detailed list of users is maintained in the Internal Affairs Division and by the Office of Science and Technology. Access in a limited/restricted read-only capacity is also needed by four additional users from the Office of the Chief Counsel.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0436-2013-0005

Sequence Number	
1	<b>Master Database File:</b>
1.1	For cases resulting in administrative action: Disposition Authority Number: DAA-0436-2013-0005-0001
1.2	For cases resulting in legal action: Disposition Authority Number: DAA-0436-2013-0005-0002

## Records Schedule Items

Sequence Number																									
1	<p><b>Master Database File:</b> IAPro is an Oracle database organized by case number. It contains information about investigations of allegations related to employee integrity and misconduct, including complainant data, employee biographic data, incident data, investigative data, and recommended action. Inclusive dates of records in the master database: 10/01/2002 to present.</p>																								
1.1	<p><b>For cases resulting in administrative action:</b></p> <table><tr><td>Disposition Authority Number</td><td>DAA-0436-2013-0005-0001</td></tr><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>No</td></tr><tr><td>Explanation of limitation</td><td>Master Database Records</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr><tr><td>Disposition Instruction</td><td></td></tr><tr><td>Cutoff Instruction</td><td>Close records after final administrative action. Cut off closed records at end of fiscal year (EOFY).</td></tr><tr><td>Retention Period</td><td>Destroy 10 year(s) after cutoff.</td></tr><tr><td>Additional Information</td><td></td></tr><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Disposition Authority Number	DAA-0436-2013-0005-0001	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	Master Database Records	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Disposition Instruction		Cutoff Instruction	Close records after final administrative action. Cut off closed records at end of fiscal year (EOFY).	Retention Period	Destroy 10 year(s) after cutoff.	Additional Information		GAO Approval	Not Required
Disposition Authority Number	DAA-0436-2013-0005-0001																								
Final Disposition	Temporary																								
Item Status	Active																								
Is this item media neutral?	No																								
Explanation of limitation	Master Database Records																								
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Retention Period	Destroy 10 year(s) after cutoff.																								
Additional Information																									
GAO Approval	Not Required																								
1.2	<p><b>For cases resulting in legal action:</b></p> <table><tr><td>Disposition Authority Number</td><td>DAA-0436-2013-0005-0002</td></tr><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>No</td></tr><tr><td>Explanation of limitation</td><td>Master Database Records</td></tr></table>	Disposition Authority Number	DAA-0436-2013-0005-0002	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	Master Database Records														
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Final Disposition	Temporary																								
Item Status	Active																								
Is this item media neutral?	No																								
Explanation of limitation	Master Database Records																								

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>	
Cutoff Instruction	Close records after final legal action. Cut off closed records at end of fiscal year (EOFY).
Retention Period	Destroy 20 year(s) after cutoff.
<b>Additional Information</b>	
GAO Approval	Not Required

## 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
03/27/2013	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
02/03/2015	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/16/2015	Submit For Certification	Gregory Schildmeyer	Contractor	Bureau - Bureau
04/08/2015	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
03/04/2016	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/10/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist