

Request for Records Disposition Authority

Records Schedule Number **DAA-0436-2015-0001**
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 **Emergency Management Branch**
Schedule Subject **Enterprise Notification System (ENS) Log Files**
Internal agency concurrences will be provided **No**

Background Information **The Enterprise Notification System (ENS) is a communications system used by the Emergency Management Branch (EMB) to notify ATF employees, contractors, task force officers, and emergency response partners of potential or actual emergency situations. It is comprised of two Commercial Off the Shelf (COTS) products, Alertus and NXT Communicator. Alertus provides capability to notify recipients of immediate situations affecting designated areas, such as fire alarms or active shooter incidents, by means of brief pop-up messages on computer screens or telephone alerts. Communicator enables EMB to send longer, more detailed, messages to targeted recipients.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0436-2015-0001

Sequence Number	
1	ENS Notification Log Files Disposition Authority Number: DAA-0436-2015-0001-0001

Records Schedule Items

Sequence Number	
1	ENS Notification Log Files Disposition Authority Number DAA-0436-2015-0001-0001 Both components of the ENS create and maintain logs containing the history of each notification sent, including the text of the message transmitted, the list of all receiving computers or devices for each message, the time and date sent and acknowledged, and similar data. Files are typically used as needed to evaluate and report on responses to prior emergency situations. Final Disposition Temporary Item Status Active Is this item media neutral? Yes 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 Cut off log files at the end of each fiscal year. Retention Period Destroy 3 year(s) after cutoff Additional Information 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
08/06/2015	Certify	Gregory Carroll	ATF Records Officer	Office of Science and Technology - Resource Management Staff
11/17/2015	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist