

FFL RECORD RETENTION REFERENCE GUIDE

NATIONAL SHOOTING
SPORTS FOUNDATION®

Record	Retention Time
DEALER	
Dealer's Acquisition and Disposition Record 27 CFR 478.125(e)	20 years* 27 CFR 478.129(e)
Firearms Transaction Record - ATF Form 4473 Firearm Transfers 27 CFR 478.124	20 years* 27 CFR 478.129(b)
Firearms Transaction Record - ATF Form 4473 NICS Check Without Transfer 27 CFR 478.124	5 years 27 CFR 478.129(b)
Report of Multiple Sale or Other Disposition of Pistols and Revolvers – ATF Form 3310.4 Attached to pertinent ATF Form 4473 27 CFR 478.126(a)	5 years 27 CFR 478.129(c)
Federal Firearms Licensee Theft/Loss Report – ATF Form 3310.11 27 CFR 478.39(a)	5 years 27 CFR 478.129(c)
MANUFACTURER	
Manufacture/Acquisition Records 27 CFR 478.123(a-d)	Forever 27 CFR 478.129(d)
Disposition Records 27 CFR 478.123(a-d)	20 years* 27 CFR 478.129(d)
IMPORTER	
Importation/Acquisition 27 CFR 478.122(a-d)	Forever 27 CFR 478.129(d)
Disposition Records 27 CFR 478.122(a-d)	20 years* 27 CFR 478.129(d)
Application and Permit to Import Arms, Ammunition and Implements of War – ATF Form 6 & Release and Receipt of Imported Firearms, Ammunition and Implements of War – ATF Form 6A 27 CFR 478.112	20 years* 27 CFR 478.129(d)

*Although 27 CFR 478.129(e) provides that records from the acquisition, manufacture, importation, disposition and/or sale of firearms may be discarded after 20 years, ATF prefers that these records be retained. However, ATF will accept these records when submitted to the ATF out of business records center.

Note - Upon going out of business, all currently maintained records must be turned in to the ATF out of business records center. 800-788-7133.