

FFL RECORD RETENTION REFERENCE GUIDE

Required by 27 CFR 478.129 (Effective 8/24/2022)

Record	Retention Time
DEALER	
<p>Dealer's Acquisition and Disposition Record Required by 27 CFR 478.125(e)</p>	<p>Permanent</p> <p>Permanent until business or licensed activity is discontinued.</p> <p>*Paper acquisition and disposition records that do not contain any open disposition entries and with no dispositions recorded within 20 years may be stored at a separate location, which then becomes part of the business premises and subject to inspection.</p>
<p>Firearms Transaction Record - ATF Form 4473 Required by 27 CFR 478.124</p>	<p>Permanent</p> <p>Permanent, whether paper or digital, until business or licensed activity is discontinued. Forms 4473 where a sale, delivery or transfer did not take place must be retained in a separate file in alphabetical (by name of transferee) or chronological (by date of transferee's certification) order.</p> <p>*Paper forms over 20 years of age may be stored at a separate location, which then becomes part of the business premises for this purpose and subject to inspection.</p>
<p>Report of Multiple Sale or Other Disposition of Pistols and Revolvers ATF Form 3310.4 Required by 27 CFR 478.126 (a)</p>	<p>5 years</p> <p>Five years from the date of sale or disposition. Must be attached to pertinent ATF Form 4473.</p>
<p>Federal Firearms Licensee Theft/Loss Report ATF Form 3310.11 Required by 27 CFR 478.39(a)</p>	<p>5 years</p> <p>Five years after the date the theft or loss was reported to ATF.</p>
MANUFACTURER	
<p>Firearms manufacturer acquisition and disposition records. Required by 27 CFR 478.123 (a) – (c).</p>	<p>Permanent</p> <p>Permanent, whether paper or digital, until business or licensed activity is discontinued.</p>
IMPORTER	
<p>Firearms importer acquisition and disposition records. Required by 27 CFR 478.122 (a) – (c).</p>	<p>Permanent</p> <p>Permanent, whether paper or digital, until business or licensed activity is discontinued.</p>
<p>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. Required by 27 CFR 478.112.</p>	<p>Permanent</p> <p>Permanent, whether paper or digital, until business or licensed activity is discontinued.</p>