

Policy and Procedure

Policy Number: 242

Date: June 1, 2012

Revision Date:

Division/Department: Academic Affairs

Author(s): Musgrove, Defenbaugh, Pieper

Subject: Firearms Acquisition/Disposition Records

Authorities: 27 CFR 478 & Bureau of Alcohol Tobacco & Firearms

Purpose: It is the purpose of this policy to insure reliable, uniform and accurate record-keeping with regard to the firearms acquired by the Gunsmithing Program at Pine Technical College. The College wishes to insure that its methodologies guarantee complete compliance with Federal regulations, as administered by the Bureau of Alcohol, Tobacco and Firearms (BATF).

Policy: It is the policy of Pine Technical to maintain accurate and timely records of all transactions involving firearms purchased by donated to or disposed of by its Gunsmithing Program and to maintain total compliance with the terms and conditions set forth by BATF in relevant regulations as noted above and pledged by the College in its application for a Federal Firearms License (FFL).

Procedure: Gunsmithing faculty will develop departmental procedures to insure:

- A. Appropriate personnel (i.e., faculty) are charged with and responsible for maintenance of all required documentation and records.
- B. Timely and accurate completion of the database record of acquisitions and dispositions required by Federal statute.
- C. Training of all personnel authorized to handle and complete such records.
- D. Backup procedures to insure redundancy and security of said records.
- E. Use of the correct forms required by BATF and execution of such forms immediately, completely and accurately.
- F. Establishment of internal controls to develop appropriate oversight and regular cross-checking by a separate division within the College.
- G. Compliance with all other regulations and recommendations enforced or developed by BATF.

Responsibilities: Gunsmithing faculty, Dean of Academic Affairs, Business Office

Dissemination: Regular



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Reviewed by Campus Roundtable: No applicable
Reviewed by Faculty Shared Governance: Not applicable
Reviewed by Managers Meeting: Not applicable

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