How to Conduct an ATF Physical Inventory of Guns

- Inventory all guns on the premises, to include sales, consignments, range rental firearms, layaway and gunsmithing firearms. (Don't forget the “junk guns”).

- Check this inventory list to determine if each and every gun is shown as an acquisition in you're A&D record and that each is still an open entry on the disposition side.

- Make sure all open disposition entries in the A&D record are checked to insure the guns shown as in inventory are, in fact, on premises.

- Reconcile all problems found:
  - For all open disposition entries with no gun found, check Forms 4473 or other disposition records to determine if the disposition was simply not entered as required. If so, make the required entry.
  - For guns in inventory but no acquisition entry could be found, locate the commercial records of receipt and make the required entry.
  - If after a thorough and diligent effort is made to locate missing guns with no success, these guns must be reported to ATF by telephone (888-930-9275) to be followed up by a written notification on ATF Form 3310.11 within 48 hours of the discovery. The written notification can be faxed to ATF (304-260-3676) or mailed. A report to local authorities must also be made immediately upon discovery of the missing guns.