

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

U.S. Customs Service

2 MAJOR SUBDIVISION

Inspection & Control Division/Detroit District

3 MINOR SUBDIVISION

Chief Inspector's Office

4 NAME OF PERSON WITH WHOM TO CONFER

Kathleen Katchmark

5 TEL EXT

566-9181

LEAVE BLANK

JOB NO

101-36-83-3

DATE RECEIVED

6-1-83

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-13-83 *[Signature]*
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

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|-------------------------|--|--|------------------|
| C DATE <u>6/1/83</u> | D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Jerline L. Forman]</i> | E. TITLE Jerline L. Forman Chief, Paperwork Management Staff | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10. ACTION TAKEN |
| | <p>Customs Form 7533 Inward Foreign Manifest under 5 net tons etc. Subject file contains description of imported merchandise. This document is significant only for a short period of time thus its temporary retention period of 3 years. Our request is to dispose past accumulation of records, and future record contingent on successful microfilming. Retention period for record control will thus read: "Until we ascertain that reproduced copies of recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Storage facilities for the silver original copy meets the standards in FPMR 101-11.506.</p> <p>A. DESTROY paper records immediately after verification of the microfilm.</p> <p>B. DESTROY microfilm copies when 3 years old.</p> <p><i>Mass Data Change Sheet not Required</i></p> | <u>VES/5/10</u> | <u>2 items</u> |

Agency + 5 KR sent out 6-27-83 by DMW.