

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NO 29 Jun 81/14

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

LEAVE BLANK	
JOB NO	NC1-434-81-3
DATE RECEIVED	May 29, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-20-82 Date	<i>[Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Energy

2. MAJOR SUBDIVISION
Economic Regulatory Administration

3. MINOR SUBDIVISION
Office of Petroleum Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Robert K. Carpenter

5. TEL EXT
252-4357

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 2 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.

C. DATE MAY 22 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Howard H. Kaiken	E. TITLE Director, Division of Mgt. Systems Analysis
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>OIL IMPORTS LICENSING AND ALLOCATION FILES (1973 to MARCH 1979).</u> Files consist of: original applications and related correspondence submitted by U.S. oil companies and independents applying for petroleum allocations and licenses for importing petroleum. Bonds or check stubs for payment of license fees; original licenses showing petroleum actually imported as entered on the license by the U.S. Customs Service; Consumption Entry, U.S. Customs Form 7501 and Duty Paid Warehousing Withdrawal for Consumption, U.S. Customs Form 7505, completed by the U.S. Customs Service and used in the Department to verify the quantity of petroleum products actually imported with the amount authorized. Files also consist of remittance advices and check stubs pertaining to payment of base and supplemental fees; and refund requests for customs duties, improperly charged fees, petrochemical exports, and asphalt production, as offsets against the base and supplemental fees. Related computer generated information such as the Importers Statement of Activity used in the Department for verification of fees imposed on petroleum products.</p> <p>Destroy 15 years after last entry to the case file.</p>		

~~Transfer to FRC~~ when 3 years old. **DESTROY**
~~when 15 years old.~~

*Changes made with approval of
marion truck. 3/25/82 JAW
Closed Out: 5-6-82: [Signature] Copy to NCA; NFA
no mass data change required [Signature]*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>OIL IMPORTS LICENSING AND ALLOCATION FILES. Original applications and related correspondence submitted by the U.S. oil companies and independents applying for petroleum allocations and licenses for importing petroleum. Files include Consumption Entry, U.S. Customs Form 7501, and Duty Paid Warehousing Withdrawal for Consumption, U.S. Customs Form 7505; or equivalent forms; reporting oil imported for each ship entering U.S. Customs and used for verifying the quantity of petroleum actually imported with the amount authorized. <i>Cut off at close of case.</i></p> <p>Destroy 15 years after last entry to the case file.</p>		<p>Transfer to FRC when <u>3</u> years old. DESTROY when <u>15</u> years old.</p>
3.	<p>(1959-72) OIL IMPORTS REPORTS. Monthly worksheets for imports of foreign oil by company, country or origin, product and quantities. SOURCE: Report of Oil Imports into the United States and Puerto Rico.</p> <p>Destroy 15 years after date of report. DO NOT TRANSFER TO WNRC.</p>		