

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-563-03-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/16/01	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION U. S. Customs Service			
3 MINOR SUBDIVISION Office of Information Technology			
4 NAME OF PERSON WITH WHOM TO CONFER Steve Linnemann	5 TELEPHONE NUMBER 202-927-0436	DATE 7-22-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
5 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 19 June 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Roach</i> John Roach, US Customs Service		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERCEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p align="center"><b>US Customs Service</b></p> <p align="center"><b>Automated Commercial System (ACS)</b></p> <p><b>Entry Summary System</b></p> <p>The Entry Summary System (ESS) is a relational table-based data base within the US Customs Service (Customs) Automated Commercial System (ACS) that allows agency personnel to review and process entry summaries for products, produce, raw materials, and other goods entering the US. ESS captures the required data enabling Customs to assess duties, taxes, and fees, collect statistics, and determine if legal and regulatory requirements are met. This system supports entry summary review, anti-dumping/countervailing duty, quota/visa, liquidations, collections, drawback, and protest functions.</p> <p><i>cc Agency, NARA</i></p>		

## US Customs Service Automated Commercial System (ACS)

### 1. Entry Summary System (ESS)

- A. Master Files** – Includes tables of closed entry summary data such as Archived Entry Summary Header (CLB) – that contains information identifying date and place the entry was filed, the importer, the surety company and bond information, and total duties, taxes, and fees; Archived Entry Summary Header Extension (EX4) – that contains additional header information (not all CLB file records will have matching EX4 records), and Archived Entry Summary Line Detail (ENC) – that contains information identifying the commodity imported by classification number, country of origin, country of export, date of export, manufacturer, and duties, taxes, and fees for the line. Dates: 1987 – 1992

**PERMANENT.** Transfer data to the National Archives upon approval of this schedule in format that complies with 36 CFR 1228 270 or otherwise approved by the National Archives.

- B. Master Files** – Includes tables of closed entry summary data such as Archived Entry Summary Header (CLB); Archived Entry Summary Header Extension (EX4); and Archived Entry Summary Line Detail (ENC). Dates: 1993 – Present

**PERMANENT.** Cut off at end of calendar year. Transfer data to the National Archives 9 years after cutoff.

- C. Documentation** – Contains the data dictionary for the Entry Summary Archive (ENX), Archived Entry Summary (CLB), Archived Entry Detail Line (ENC), manuals, and other related documentation

**PERMANENT.** Transfer to the National Archives with associated Entry Summary System master files upon approval of this schedule and with subsequent transfers of Entry Summary System Master Files transfers to the National Archives.

The National Archives and Records Administration may dispose, without further permission from the US Customs Service, duplicative, fragmentary, nonrecord materials, and items covered by the General Records Schedules