

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0568-2020-0001**  
Schedule Status                 **Approved**

Agency or Establishment        **Bureau of Customs and Border Protection**  
Record Group / Scheduling Group **Records of the Bureau of Customs and Border Protection**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                 **Historic U.S. Customs House (New York City) Collection**  
Internal agency concurrences will be provided    **No**

Background Information         **This collection from the New York U.S. Customs House was loaned to the South Street Seaport Museum from U.S. Customs Public Affairs at 6 World Trade Center in 1990.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0568-2020-0001

Sequence Number	
1	Historic documents Disposition Authority Number: DAA-0568-2020-0001-0001
2	Still Photographs Disposition Authority Number: DAA-0568-2020-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Historic documents</b></p> <p>Disposition Authority Number      DAA-0568-2020-0001-0001</p> <p><b>Correspondence, importation manifests, shipper's export declarations, and other custom house-related documents.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            textual records</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after approval of this schedule.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1789 To 1977</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown One time offer.</p>
2	<p><b>Still Photographs</b></p> <p>Disposition Authority Number      DAA-0568-2020-0001-0002</p> <p><b>Photographs that document U.S. Customs House activity in the Port of New York during the first half of the twentieth century.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Still photographs</p>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

**Disposition Instruction**

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after approval of schedule.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

From 1900 To 1977

How frequently will your agency transfer these records to the National Archives?

Unknown  
One time offer.

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
10/18/2019	Certify	Dawn Watts	CBP Chief Records Officer CRO	Customs and Border Protection - Customs and Border Protection
11/19/2019	Submit for Concurrence	Janet Kennelly	Archives Specialist	National Archives and Records Administration - Records Management Services
11/19/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/21/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist