

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-568-05-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/25/2005	
1. FROM (Agency or establishment) Department of Homeland Security		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 and Border Protection			
3. MINOR SUBDIVISION Office of Finance, Logistics Division			
4. NAME OF PERSON WITH WHOM TO CONFER Avis King	2. TELEPHONE NUMBER (202) 344-2027	DATE 12/7/05	ARCHIVIST OF THE UNITED STATES Alan Weinstein
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 ___ 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 July 13, 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Avis King</i>		TITLE <i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR UPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S)  U.S. Customs and Border Protection (CBP) Harmonized Tariff System (HTS))  <i>cc Agency, NARA</i>		

## US Customs and Border Protection (CBP) Harmonized Tariff System (HTS)

The Harmonized Tariff System (HTS) provides an on-line reference file for all harmonized tariff numbers, their descriptions, effective dates, special trade programs, rates, and other information by which incoming entry data is edited and validated to calculate appropriate duty on imported goods.

### 1. Harmonized Tariff System.

#### a. Inputs.

Disposition: **Temporary.** Cut off input documents after the information has been converted into an electronic medium, backed up, and verified for accuracy in the recordkeeping system. Destroy or delete 180 days after cutoff or when no longer needed for reference, whichever is sooner.

#### b. Record Copy Master Data Files.

Disposition: **PERMANENT.** Cut off at end of calendar year and transfer to National Archives. At time of transfer, the National Archives and CBP will determine medium and format in which records will be transferred.

#### c. Operational Copy Master Data Files.

Disposition: **Temporary.** Update as data files are superseded.

#### d. Record Copy System Documentation. May be electronic or paper record copy documents that describe the system, how it is used, and the data files. May include data dictionary, data field and table layouts, user manuals and related materials.

Disposition: **PERMANENT.** Cut off at end of calendar year and transfer with associated block of electronic master data files. At time of transfer, the National Archives and CBP will determine medium and format in which records will be transferred.

#### e. Operational Copy System Documentation.

Disposition: **Temporary.** Cut off and update as needed when content is superseded or becomes obsolete. Destroy or delete 5 years after cutoff or when no longer needed for reference, whichever is sooner.

- f. **Outputs.** May include regular and ad hoc reports.

Disposition: **Temporary.** Cut off at end of report run and copy to and save or file to appropriate recordkeeping system (paper or electronic). Outputs not saved to recordkeeping systems, delete or destroy 180 days after cutoff or when no longer needed for reference, whichever is sooner.

2. **Electronic Mail and Word Processing System Copies.**

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: **Temporary.** Delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: **Temporary.** Delete when dissemination, revision, or updating is complete.

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