

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-568-05-2	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 12/1/02	ARCHIVIST OF THE UNITED STATES Allen 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 L. King</i>		TITLE Records Officer
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) Automated Manifest System (AMS)		
	<i>cc Agency NR NAMS</i>		

## US Customs and Border Protection (CBP) Automated Manifest System (AMS)

The Automated Manifest System (AMS) is one of the systems within the Automated Commercial System (ACS). AMS contains three subsystems based upon the mode of transportation or conveyance into the United States: sea, air, and rail. The sea and rail information is maintained on one data base. The air data base is maintained separately because these manifests and bills of lading are processed differently. The AMS system allows for the collection of electronic cargo information, either prior to loading of the cargo or prior to the arrival of the cargo in the United States by the mode of commercial transportation (sea, air, and rail). The information provided to CBP consist of that information about the cargo which is determined to be reasonably necessary to enable CBP to identify high-risk shipments so as to ensure cargo safety and security and prevent smuggling pursuant to the laws that are enforced and administrated by CBP. As a result, the AMS system reduces the reliance of paper and facilitates trade by enabling carriers to receive cargo status notifications prior to arrival which allows carriers to make decisions about staging the cargo; and arrange for examination, release or in-bond movement . This schedule includes disposition authorities for the following systems that are related to the manifest processing function: the Air Manifest System and the Sea/Rail Manifest System.

US Customs and Border Protection (CBP) will identify data fields with any Freedom of Information Act applicable exemption restrictions and other applicable legal restrictions prior to transfer to the National Archives and Records Administration (NARA). These restrictions will not impede NARA from making "sanitized" copies (sans restricted data fields) as public use copies. Restricted information may be reviewed every 30 years or on a case-by-case basis to see if the restrictions can be safely lifted.

### 1. Air Manifest System.

- a. **Inputs.** May include bills of lading, waybills, inward foreign manifests, cargo declarations, pilot's signature or equivalent, enforcement criteria, clearances, passenger and crew lists, itinerary, owner, and processing information from the review and release of cargo. (Supersedes authorities from NARA Job No. N1-36-86-1, item 122/2.)

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 5 years after cutoff or when no longer needed for reference, whichever is later.

1.
  - b. **Record Copy Master Data Files.**  
Disposition: **PERMANENT.** Cut off closed files 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. **Sea-Rail Manifest System.**
  - a. **Inputs.** May include bills of lading, inward foreign manifests, cargo declarations, Master's Oath or equivalent, enforcement criteria, clearances, passenger and crew lists, itinerary, owner, and processing information from the review and release of cargo. (Supersedes authorities from NARA Job No. N1-36-00-1, item 1)  
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 5 years after cutoff or when no longer needed for reference, whichever is later.

2. **b. Record Copy Master Data Files.**

Disposition: **PERMANENT**. Cut off closed files 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 other 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 a recordkeeping system, Delete or destroy 180 days after cutoff or when no longer needed for reference, whichever is sooner.

3. **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.

3.
  - 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.