

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-568-06-1</i>	
1. FROM (Agency or establishment) Department of Homeland Security		Date Received <i>7-5-2006</i>	
2. MAJOR SUB DIVISION U.S. Customs and Border Protection		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Finance, Logistics Division			
4. NAME OF PERSON WITH WHOM TO CONFER Avis King	5. TELEPHONE (202) 344-2027		
6. 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 of 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7/19/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris D. King</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See attached sheets U.S. Customs and Border Protection (CBP) Delegation of Authority Records (CBP-Wide)			

*At 4/6/07 Copies sent to Agency, NWMD, NWMF, NWMW
NWCT*

Department of Homeland Security (DHS)
U.S. Customs and Border Protection (CBP)

Delegations of Authority Records (CBP-Wide)

1. **Program and Administrative Delegations of Authority.** Contains signed record copy of delegations of authority at the agency senior management level including the CBP Commissioner, Deputy Commissioner, Assistant Commissioners, and other senior management staff that assign others responsibility for mission related programs and authorized them to take actions on their behalf.
 - a. **Record Copy (1996 and Before).** Paper records.

Disposition: **PERMANENT.**
Cut off when schedule is approved by NARA and transfer immediately to NARA.
 - b. **Record Copy (Post-1996 ^{on} through Present).** Paper records.

Disposition: **PERMANENT.**
Cut off at end of calendar year in which issuance is suspended or obsolete and place in inactive file. Cut off inactive file in 10-year blocks when oldest record in block is 10 years old. Transfer to the National Archives in 10-year blocks when oldest record in block is 10 years old.
 - c. **Other Copies.** Media neutral.

Disposition: **TEMPORARY.**
Destroy when no longer needed for reference.
2. **Interim Delegations of Authority.** Includes delegations issued to authorized individuals to act on their supervisor's behalf during their absence or for a specific activity. Media neutral.

Disposition: **TEMPORARY.**
Destroy when superseded or obsolete.
3. **Program Support Materials.** Contains background materials in support of developing and managing the delegations of authority. (NOTE: Series is media neutral. CBP will apply archival standard media accepted by the National Archives at time of transfer. Media neutral.)

Disposition: **TEMPORARY.**
Cut off at end of calendar year in which the associated delegation of authority is superseded or obsolete. Transfer to FRC with environmental and maintenance conditions for media format 1 year after cutoff. Destroy 3 years after cutoff or when no longer needed for reference.