

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-36-00-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>August 16, 2000</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER John O. Roach	2. TELEPHONE NUMBER (202) 927-0529	DATE <i>2-1-02</i>	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 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 GAC Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/14/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE
6. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>Vessel Manifests and Cargo Declarations</u> This change is made possible by business process reengineering (BPR) improvements See attached.		

8/21/00 Sent copies to Henry, Nemo, and [unclear]

US Customs Service

1. **Inward Foreign Manifests and Cargo Declarations.** Contains a variety of US Customs forms are maintained under this title. Series may include General Declarations, Application – Permit – Unlading (clearance from last port), Ship's Stores, Crew Declarations, Crew and Passenger Lists, Cargo Declarations Manifests.

Disposition: **Temporary.** Retain for 3 years then destroy. (Supersedes N1-36-86-1, Items 4.3b and 4.4)

2. **Outward Foreign Manifests and Cargo Declarations.** Includes bills-of-lading, Shippers Export Declarations, and Vessel Clearance Documents.

Disposition: **Temporary.** Retain for 3 years then destroy. (Supersedes N1-36-86-1, Items 4.6, 4.7 and 4.8)

3. **Pre-1964 Clearance Records.**

Disposition: **Permanent.** Transfer immediately to the National Archives. (Supersedes N1-36-86-1, Item 4.6a)

4. **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.

Duplicative, fragmentary, nonrecord materials, and records covered by the General Records Schedule may be disposed without further permission from the U.S. Customs Service.

1. Inward Foreign Manifests and Cargo Declarations: A variety of Customs forms and local and regional paperwork is maintained under this title, General Declaration, Application-Permit-Unloading (clearance from last port), Ship's Stores, Crew Declarations, Crew and Passenger Lists, Cargo Declarations Manifests.

a. Record Copy.

Disposition: Retain for 3 years and destroy.

b. Electronic Copies. N/A

c. All Other Copies. All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Disposition: Temporary. Destroy when no longer needed for reference.

Old Authority: N-1-36-86-1, Item 4.3b

2. Outward Foreign Manifests and Cargo Declarations: Including bills-of-lading, Shippers Export Declarations, and Vessel Clearance Documents.

a. Record Copy

Disposition: Retain for 3 years and destroy.

b. Electronic Copies. N/A

c. All Other Copies. All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media..

Disposition: Temporary. Destroy when no longer needed for reference.

Old Authority: N1-36-86-1, Item 4.7