Schedule Number: N1-036-00-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/24/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2 is active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by N1-568-05-002 item 24
Item 3 is a one-time transfer and records covered by it have been accessioned.
Item 4 is supersed by GRS 5.1 item 020, DAA-GRS-2016-2016-0002
**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment):**  
Department of the Treasury

**MAJOR SUBDIVISION:**  
U.S. Customs Service

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:**  
John O. Roach  
**TELEPHONE NUMBER:** (202) 927-0529

**DATE:** 2-1-02  
**ARCHIVIST OF THE UNITED STATES:**  
[Signature]

**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 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.

**ITEM 9. GRS OR SUPERSEDED JOB CITATION**

Vessel Manifests and Cargo Declarations

This change is made possible by business process reengineering (BPR) improvements

See attached.
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 – Unloading (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. (Supersedes N1-36-86-1, Items 4.3b and 4.4)

   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


   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