

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
U.S. Customs Service

3. MINOR SUBDIVISION
Office of Enforcement

4. NAME OF PERSON WITH WHOM TO CONFER
Kathleen Katchmark

5. TEL. EXT.
566-9181

LEAVE BLANK	
JOB NO NI-36-87-3 NI-36-87-1	
DATE RECEIVED 10/10/86	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-26-87 Date	<i>James H. Banks</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 10/29/86	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Whittington</i>	E. TITLE Director, Management Analysis and Systems Div.
---------------------	--	--

ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>DESCRIPTION: CF-328, CAS-5 Case Activity Report</p> <p>The form is used as a management tool in providing sufficient personnel and hours to the individual Customs Investigative cases. The statistics gathered from the form when coupled with information from other systems, gives management at all levels the data needed to measure productivity, resource allocation and method effectiveness, and will provide the necessary information in determining future priorities.</p> <p>See Attached Copy.</p> <p>Suggested Disposition: Transfer to the Federal Record Center after 1 year on site.</p> <p>DESTROY when 3 years old.</p>		

3/2/87 DOT 3/6/87 NCF NWF, NNS