

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
Department of Treasury

2 MAJOR SUBDIVISION  
U.S. Customs Service

3 MINOR SUBDIVISION  
Office of Internal Affairs

4 NAME OF PERSON WITH WHOM TO CONFER  
Joyce Woods

5 TELEPHONE  
(202) 634-2128

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-36-92-1

DATE RECEIVED  
9/9/92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE  
12/7/93

ARCHIVIST OF THE UNITED STATES  
James W. Moore

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 now needed 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,

is not required,  is attached, or  has been requested

DATE  
11-9-93

SIGNATURE OF AGENCY REPRESENTATIVE  
*Ralph A. Meyer*

TITLE  
Agency Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Personnel Security Clearance Files</p> <p>These files contain records of any investigations done on applicants and employees of the U.S. Customs Service. Included are background investigations, fingerprint charts, medical checks, and National Agency checks. <u>DISPOSITION:</u> Retain in office until case is closed. Transfer to WARC and destroy 15 years after case is closed.</p> <p><i>All CBP locations</i></p>	<p>GRS 18 item 22a see N1-36-82-1 INV 29-2</p>	
2	<p>Misconduct Files</p> <p>These files contain records pertaining to criminal investigations conducted on U.S. Customs Service employees. Included are the closing report on an investigation, sworn witness statements, and transcripts of interviews. <u>DISPOSITION:</u> Retain in office until case is closed. Transfer to WARC and destroy 25 years after case is closed.</p> <p><i>All CBP locations</i></p>		

*Any FRC except St. Louis (CPR) for storage under any circumstances.*

*Pen + Ink changes as per request by Avis King, Records Officer for the CBP.*

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*Copies sent to Agency, NCF 1/13/94*