

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER N1-36-98-5		
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 6-15-98		
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 US Customs Service					
3. MINOR SUBDIVISION					
4. NAME OF PERSON WITH WHOM TO CONFER <i>John Roach</i> John Roach		5. TELEPHONE 202-927-0529	DATE 7-29-98	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.					
DATE 6/8/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Roach</i>		TITLE		
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)		
	[See Attached]				

AUG 12 1998 MHR

copy to: agency, NR  
NWCS

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

### I. Still Pictures.

#### A. Central Chronological File Relating to Customs Officials, Ceremonies, Facilities, and Activities.

1. **Historically Significant Still Photographs.** Contains still photographs constituting portraits of high-level Customs Service officials; coverages of swearing-in and other major events featuring high-level Customs Service officials; coverages of the visits of political, military and cultural dignitaries to Customs facilities; coverages of Customs buildings, equipment, uniforms, resources (human, animal and technological) and training procedures; coverages of collection, verification, search, inspection, seizure, arrest, and other mission-related operations involving aircraft, ships and automobiles at border and port stations throughout the country; and coverages of press conferences, speeches, Congressional testimony, historic ceremonies and other subjects bearing on unique agency responsibilities.

a. **Negatives, 1970-1992.** Contains 35mm, 2¼" x 2¼" and some scattered larger format entries of color and black-and-white still photographic negatives. Arranged by assignment log number. No annual accumulation rate. Volume: approximately 55,000 images.

Disposition: **Permanent.** Separate from temporary materials (see item IA2a) and transfer with all appropriate reference aids and caption identifications immediately to the National Archives upon approval of this schedule.

b. **Negatives.** Contains mostly 35mm, mostly color, still photographic negatives. Arranged by assignment log number. Dates: 1993 to Present. Estimated annual accumulation: 3,000 images. Volume: approximately 15,000 images.

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

Disposition: **Permanent.** Cut off at end of calendar year in eight-year blocks. Separate from any temporary materials (see item IA2a) and transfer with all appropriate reference aids and caption identifications to the National Archives in eight-year blocks when oldest image in block is ten years old.

NOTE: Cutoff and transfer dates are as follows:  
1993-2000 files; cut off 2000; transfer 2002.  
2001-2008 files; cut off 2008; transfer 2010.  
2009-2016 files; cut off 2016; transfer 2018.  
2017-2024 files; cut off 2024; transfer 2026.  
2025-2032 files; cut off 2032; transfer 2034.

- c. **Contact Sheets and Prints, 1970-1992.** Contains mostly a mixture of black-and-white and color entries, including 35mm and 2¼" x 2¼" contact sheets along with 4" x 4" and scattered larger format prints that correspond to the negatives in item IA1a. Arranged by assignment log number. No accumulation rate. Volume: approximately 55,000 images.

Disposition: **Permanent.** Separate from any temporary materials (see item IA2b); ensure that each contact sheet and print bears a complete citation for the corresponding negative (roll, frame) and adequate captioning; and transfer, with all appropriate reference aids to the National Archives upon approval of this schedule.

- d. **Contact Sheets and Prints.** Contains mostly color entries, including 4" x 6" and scattered larger format prints along with mostly 35mm contact sheets corresponding to the negatives in item IA1b. Arranged by assignment log number. Dates: 1993 to Present. Estimated annual accumulation: 3,000 images. Volume: approximately 15,000 images.

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

Disposition: **Permanent.** Cut off at end of calendar year in eight-year blocks. Separate from any temporary materials (see item IA2b); ensure that each contact sheet and print bears a complete citation for the corresponding negative (roll, frame) and adequate captioning; and transfer with all appropriate reference aids to the National Archives in eight-year blocks when oldest image in block is ten years old.

- e. **Color Slides, 1970-1992.** Contains 35mm color slides. Arranged by assignment log number. No accumulation rate. Volume: approximately 2,000 images.

Disposition: **Permanent.** Separate from any temporary materials (see item IA2c) and transfer, with all appropriate captioning and reference aids to the National Archives upon approval of this schedule.

- f. **Color Slides.** Contains 35mm color slides. Arranged by assignment number. Dates: 1993 to Present. Estimated annual accumulation: negligible.

Disposition: **Permanent.** Cut off at end of calendar year in eight-year blocks. Separate from any temporary materials (see item IA2c) and transfer, with all appropriate captioning and reference aids to the National Archives in eight-year blocks when oldest image in block is ten years old.

2. **Routine Still Photographs.** Contains still photographs relating to routine subjects, including portraits of low-level Customs Service staff; coverages of employee awards events and retirement ceremonies; and workshops, campaigns or commemorations common to most or all Federal Government agencies (e.g., CFC Campaign, blood drives, ethnic or women's history month events, etc.).

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

- a. **Negatives.** Contains 35mm, 2¼" x 2¼" and some scattered larger format color and black-and-white still photographic negatives. Arranged by assignment log number. Volume on hand: c.75,000 images or 5 cubic feet. Estimated annual accumulation: c.4,000 images or .4 cubic feet.

Disposition: **Temporary.** Destroy when one year old or when no longer needed for agency business.

- b. **Contact Sheets and Prints.** Contains a mixture of black-and-white and color entries, including 35mm and 2¼" x 2¼" contact sheets along with 4"x 6" and scattered larger format prints, corresponding to the negatives in item IA2a. Arranged by assignment log number. Volume on hand: c.75,000 images or 8 cubic feet. Estimated annual accumulation: c.4,000 images or 1.3 cubic feet.

Disposition: **Temporary.** Destroy when one year old or when no longer needed for agency business.

- c. **Color Slides.** Contains 35mm color slides. Arranged by assignment log number. Volume on hand: c.500 images or .3 cubic feet. Estimated annual accumulation: negligible.

Disposition: **Temporary.** destroy when one year old or when longer needed for agency business.

- B. Logbooks Documenting Photographic Assignments.** Logs with handwritten entries or, if available, electronic equivalents in a form compatible with National Archives Still Picture Branch electronic systems, recording date, subject, photographer and assignment numbers for each coverage. Entries should be marked or highlighted to clearly distinguish the historically significant coverages from the routine ones.

1. **Logbook Entries from 1970-1992.**

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

Disposition: **Permanent.** Transfer with corresponding still photographs (negatives, contact sheets and prints, and slides) to the National Archives upon approval of this schedule.

**2. Logbook Entries from 1993-Present.**

Disposition: **Permanent.** Cut off at the end the calendar year in eight-year blocks. Transfer with corresponding block of permanent still photographs (negatives, contact sheets and prints, and slides) to the National Archives.

**C. Select Subject Slide File Relating to Customs Facilities and Activities.**

Contains 35mm slides, mostly generated from selected color negatives in the Historically Significant Still Photographs from the Central Chronological File Relating to Customs Officials, Ceremonies, Facilities and Activities (items IA1a and IA1b of this schedule). These selected images are useful for Customs public information purposes as well as outside media productions. A small minority of the slides are duplicates from the original color slides in item IA1e and IA1f of this schedule. The slides are classified into subject categories ranging from activity types (e.g., vessel searches), inspected product types (e.g., bananas), to problem areas (e.g., illicit drugs).

**1. Select Subject Slides Files from 1970-1996.** Arranged by subject categories (with a duplicate set of slides arranged by the assignment numbers) and accompanied with a slide list matching each item with its assigned subject category. Volume: approximately 12,000 slides. No annual accumulation.

Disposition: **Permanent.** Transfer either slide set along with the slide list matching each item with its assigned subject category to the National Archives immediately upon approval of this schedule.

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

2. **Select Subject Slides Files from 1997-Present.** Arranged subject categories (with a duplicate set of slides arranged by the assignment numbers) and accompanied by a slide list matching each item with its assigned subject category. Volume: approximately 100 slides. Estimated annual accumulation: 100 slides.

Disposition: **Permanent.** Cut off at end of calendar year in eight-year blocks. Transfer either slide set, along with the slide list matching each item with its assigned subject category, to the National Archives when oldest item in block is 10 years old.

NOTE: Cutoff and transfer dates are as follows:  
1997-2004 files; cut off 2004; transfer 2006.  
2005-2012 files; cut off 2012; transfer 2014.  
2013-2020 files; cut off 2020; transfer 2022.  
2021-2028 files; cut off 2028; transfer 2030.  
2029-2036 files; cut off 2036; transfer 2038.

- D. **Select Subject Print File Relating to Customs Houses, Officials and Enforcement Pursuits.** Contains mostly 8"x10" black-and-white prints documenting a variety of Customs personalities, facilities, procedures and operations. Arranged by subject. Dates: 1950s-1975. Volume: approximately 2,000 prints. No annual accumulation.

Disposition: **Permanent.** Transfer to the National Archives immediately upon approval of this schedule.

### II. Posters.

- A. **Historically Significant Posters.** Contains posters depicting Customs Service officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects. Arranged roughly by production chronology. Dates: 1960s-Present. Volume: approximately 50-100 items. Estimated annual accumulation: 1-2 posters.

## US CUSTOMS SERVICE AUDIOVISUAL RECORDS SCHEDULE

Disposition: **Permanent.** Transfer two copies of each poster on hand to the National Archives upon approval of this schedule. Posters produced subsequent to this schedule approval, send two copies of each finished poster to the National Archives, upon publication, by adding the National Archives Still Picture Branch to the regular distribution list.

- B. Routine Posters.** Contains posters relating to routine events and subjects common to most agencies such as Savings Bonds and CFC campaigns; blood drives; and/or health and safety programs. Arranged roughly by production chronology. Dates: 1960s-Present. Volume: approximately 10-20 posters. Estimated annual accumulation: 1-2 posters.

Disposition: **Temporary.** Destroy when no longer needed for agency business.

- C. Poster Production Materials.** Contains poster production materials including halftone negatives, routine artwork, bluelines, layouts and other preparatory graphic items. Arranged roughly by production chronology. Dates: 1960s-Present. Volume: unknown. Estimated annual accumulation: unknown.

Disposition: **Temporary.** Destroy when no longer needed for agency business.

NOTE: Unidentifiable, damaged or poor quality, duplicative or otherwise non-permanent negatives, contact sheets and prints, slides and posters will be destroyed without further notifying US Customs.