

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-36-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11/9/99	
1. FROM (Agency or establishment) U.S. Customs Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER John Roach	5. TELEPHONE 202-927-0529	DATE 2-29-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/9/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Paul</i>	TITLE Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Record Group 36 WNRC Project: Records of the U.S. Customs Service This schedule provides for the disposition of WNRC accessions. SEE SCHEDULE ATTACHMENT		

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No. NI- 36 - 99 - 1
Item Count: 16

SUMMARY

This appraisal covers WNRC accessions of US Customs Service (Customs) records ranging from 1828-1965. As unscheduled records, these accessions were first reviewed and appraised by NARA in 1993 as part of the P-95 Project. Of the 739 cubic feet of textual records, 368 cubic feet are appropriate for temporary retention. They consist of reference use only Investigation Index Cards for investigation case files scheduled for temporary retention and incomplete Cost Reduction and Management Improvement Files that do not include procedures, justification for management studies, nor final reports. Also in the group of records for temporary retention are the 1938-1964 Central Files that correspond with the temporary, decentralized, division level records **except** for decimal classification subjects, General (000), Administration (100), Enforcement of Customs Laws (800), Works of Art (530), and Immoral and Seditious Articles (633) which are appraised for permanent retention. The other records appropriate for permanent retention include the 1902-1938 Central Files that are an accretion to correspondence files already in NARA holdings; Restricted Merchandise Division Correspondence relating to foreign propaganda, 1963-1965; San Francisco Harbor Commission Report, 1936; Correspondence, Ledgers, and Import/Impost Books of the Customs District of Vermont, 1856-1913; Records of the Port of New York Customs Collector's Office, 1912-1948; Records of the Customs District of Maryland, 1854-1960; and Records of the Customs District of Virginia, 1921-1964, and the Washington, DC Subport, 1828-1946. I recommend approval of this schedule.

Federal Register notice was required and published December 21, 1999. No requests for schedule copies or comments were received. NWML prepared the SF-115 for Customs as part of the WNRC Project (1999) with recommendations made by NARA. This schedule had no internal or external controversy.

RECOMMENDATION

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government. **Item 2, 3, and 5.**
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. **Items 1, 4, 6-16.**
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not required.



Required — Publication Date: December 21, 1999
Copies Requested: 0
Comments Received: 0

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>NDW 2/17/2000 gn</i>	Appraiser	<i>[Signature]</i>	February 16, 2000
	NWML	<i>Mary Ball</i>	2-24-2000
	NWM	<i>[Signature]</i>	2/24/00
CONCURRENCES	NR	<i>Serguey A. Ponomarev</i>	2/25/2000
	NW	<i>[Signature]</i>	2/28/2000

RECORD GROUP NUMBER: 36

RECORD GROUP NAME: US Customs Service

ADMINISTRATIVE HISTORY:

The preliminary inventory for RG 36 (NC-154) has a detailed administrative history of the agency.

Most of the records described in the report which follows are accretions to series or at least belong in existing subgroups described in this 1968 inventory.

RELATED RECORDS:

Records of the US Coast Guard, RG 26

APPENDICES & LISTS:

1. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CENTRAL FILE ROOM

SERIES TITLE: CENTRAL FILES

BULK DATES: 00/1902-00/1964

SERIES VOLUME (CUBIC FEET): 520

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged in two subseries: numerically, 1902-38; and according to a decimal filing scheme, 1938-64. (Filing manuals for the subject decimal files are located in box 61 of the RG 36 records accessioned in 1984; 10E3/14/23/06.)

DESCRIPTION:

Correspondence, reports, and issuances. Individual documents, often clipped to pieces of cardboard, forming the central files of the Bureau of Customs.

Records predating 1938 were maintained according to a 5 digit filing scheme. These earlier records are an accretion to files already accessioned in RG 36 at Suitland.

After 1938, documents were filed according to a subject decimal system. A card index to these files is available at the Civil Reference Branch in the National Archives Building.

Files include all subjects relating to Customs, generated by most of the divisions within Customs. Although some records relate to general organization, administration, and policy, overwhelmingly the records relate to specific, individual, and routine cases, involving importation of goods or commodities to the United States.

DISPOSITION:

Permanent, transfer to the National Archives immediately all the records in the earlier dated subseries which are an accretion and the records in the later dated subseries falling under the decimal classifications for general (000), administration (100), enforcement of customs laws (800), works of art (530), and immoral and seditious articles (633).

JUSTIFICATION:

The 1973 version of the Customs Bureau comprehensive records control schedule and subsequent schedules appraise, with few exceptions, virtually all currently created Customs central files as disposable. The records concerned relate to transportation requirements for carriers, rate setting and classification of merchandise, entry duties and exemptions, and similar topics nearly all of a routine character and applicable only to specific cases. The records from 1938 to 1964 are similar in subject and content to these current records and should be disposed similarly. Records relating to organization, administration, policy, smuggling, enforcement, works of art and immoral and seditious articles should be permanent, the rest disposable.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-51A0046	125	001-69, 69A, 70-124		U	02-38
036-58A0694	002	001-002		U	38-57
036-66A0937	035	001-025 265-273 291-311		U	38-64
036-66C0937	011	363-373		U	38-64

2. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CENTRAL FILE ROOM

SERIES TITLE: CENTRAL FILES

BULK DATES: 00/1902-00/1964

SERIES VOLUME (CUBIC FEET): 520

NATIONAL SECURITY CLASSIFICATION:

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Records predating 1938 were maintained according to a 5 digit filing scheme. These earlier records are an accretion to files already accessioned in RG 36 at Suitland.

After 1938, documents were filed according to a subject decimal system. A card index to these files is available at the Civil Reference Branch in the National Archives Building.

Files include all subjects relating to Customs, generated by most of the divisions within Customs. Although some records relate to general organization, administration, and policy, overwhelmingly the records relate to specific, individual, and routine cases, involving importation of goods or commodities to the United States.

DISPOSITION:

Destroy immediately all the records **not** in the earlier dated subseries which are an accretion and the records in the later dated subseries falling under the decimal classifications for general (000), administration (100), enforcement of customs laws (800), works of art (530) and immoral and seditious articles (633).

JUSTIFICATION:

The 1973 version of the Customs Bureau comprehensive records control schedule and subsequent schedules appraise, with few exceptions, virtually all currently created Customs central files as disposable. The records concerned relate to transportation requirements for carriers, rate setting and classification of merchandise, entry duties and exemptions, and similar topics nearly all of a routine character and applicable only to specific cases. The records from 1938 to 1964 are similar in subject and content to these current records and should be disposed similarly. Records relating to organization, administration, policy, smuggling, enforcement, works of art, and immoral and seditious articles should be permanent, the rest disposable.

DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-58A0694	029	003-032		U	38-57
036-66A0937	289	026-264		U	38-64
		274-290			
		312-314			
036-66C0937	038	325-362		U	38-64

RECORD GROUP NUMBER: 036

RECORD GROUP NAME: Records of the U.S. Customs Service

ADMINISTRATIVE HISTORY:

RELATED RECORDS:

APPENDICES & LISTS:

SUBGROUP NAME: DIVISION OF TARIFF CLASSIFICATION RULINGS

DATESPAN: ? - ?

SUBGROUP DESCRIPTION:

3. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: INVESTIGATION DIVISION

SERIES TITLE: INDEX

BULK DATES: 00/1938-00/1958

SERIES VOLUME (CUBIC FEET): 010

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged alphabetically by name.

DESCRIPTION:

Index cards measuring 3 1/4 x 8 inches. Most cards provide the name of an individual or company, dates, and geographical location of illegal activity relating to narcotics. Some cards list aliases and references to other individual's investigative files.

DISPOSITION:

Destroy immediately.

JUSTIFICATION:

According to the Customs Office Records Control Schedule, card indexes are to be maintained in Customs offices for reference use. The cards provide little information the can be used independently from the case files. The investigative files that these cards index are scheduled as disposable after 30 years according to RCS/INV6/2. There is no purpose in permanently retaining an index to files that are scheduled as temporary.

DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-71D1359	010	023-032		U	38-58

4. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: RESTRICTED MERCHANDISE DIVISION

SERIES TITLE: CORRESPONDENCE

BULK DATES: 01/1963-06/1965

SERIES VOLUME (CUBIC FEET): 008

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged alphabetically by port.

DESCRIPTION:

Correspondence, memorandums, translations, and foreign publications. Copies of incoming and outgoing correspondence relating to foreign propaganda entering the United States through the mail. Incoming political propaganda materials, usually printed books and journals, were seized by the Foreign Propaganda Units in the various Customs ports. The material was translated and if found to be anti-American in nature, it was confiscated and destroyed and the title was added to a master list of restricted merchandise.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

Much of these records document such routine difficulties of a Customs agent in a region in finding translators. Other materials list the then current lists of restricted titles. But as the records relate to the general area of government censorship and efforts to limit the sort of publications suitable for inport, they should be retained for their evidential value.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-67B1988	008	073-080		U	63-65

SUBGROUP NAME:

Facilities Management Division

DATESPAN: ?-?

SUBGROUP DESCRIPTION:

5. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: FACILITIES MANAGEMENT DIVISION

SERIES TITLE: COST REDUCTION AND MANAGEMENT IMPROVEMENT FILES

BULK DATES: 00/1960-00/1965

SERIES VOLUME (CUBIC FEET): 002

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged by subject decimal number.

DESCRIPTION:

Memorandums, worksheets, and forms. Background files on cost reduction and management improvements in Customs operations compiled for estimated benefits to the Treasury Department. Programs of the Customs Bureau were examined and evaluated by Treasury officials who determined areas of potential cost reduction and management improvements. Some areas effected by the analysis were forms management, space utilization, and personnel management. The recommendations do not appear to have included major policies of the Customs Bureau.

DISPOSITION:

Destroy immediately.

JUSTIFICATION:

The files do not offer a complete picture of the management study. No rationale or procedure is provided. There are no indications that the recommendations were ever followed, and these records do not contain a comprehensive final report.

REMARKS:

Box #10 is only 1/5th full.

DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-70A5443	002	009-010		U	60-65

6. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: SAN FRANCISCO HARBOR COMMISSION

SERIES TITLE: REPORT FOR FISCAL YEAR 1936

BULK DATES: 07/1935-06/1936

SERIES VOLUME (CUBIC FEET): <01

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Unarranged.

DESCRIPTION:

One thin green oversized volume. Narrative reports, photographs, maps, and statistical tables compiled for the port of San Francisco and sent to the Foreign Trade Zones Board in Washington, D.C.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

This volume is a great resource for potential historical research relating to the San Francisco docks area in 1935-36. It should not be regionalized, however, because the Foreign Trade Zones Board was a Washington DC based organization, not a field office.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-73E0010	<01	vol. 11		U	35-36

7. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF VERMONT

SERIES TITLE: LETTER-PRESS COPY BOOKS

BULK DATES: 00/1863-00/1913

SERIES VOLUME (CUBIC FEET): 004

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by date.

DESCRIPTION:

Bound volumes of letter-press copies of outgoing letters of the Island Pond Customs office. Early ones are handwritten, later letters are typewritten. Each one reflects the daily activities of the deputy collector.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

These volumes contain tremendous informational and evidential value. They should be regionalized to the New England regional Archives where they would compliment the existing records of other New England Customhouses.

REMARKS:

Some volumes need conservation treatment. There are torn pages, loose bindings, and mold damage.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-67A1867	004	001part 005-007		U	1863-1913

8. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF VERMONT

SERIES TITLE: LEDGER

BULK DATES: 00/1856-00/1877

SERIES VOLUME (CUBIC FEET): <1

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by date.

DESCRIPTION:

Bound ledger. A record of accounts, salaries, seizures, and duty transactions at the Island Pond Customs office. Included are protests by individuals who refused to pay the required customs duties on their goods in transit to the United States.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

This volume warrants permanent retention due to its informational, evidential and historical content. It should be regionalized to the New England regional Archives where it may be maintained with similar records of the other New England Customs Districts.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH:	CS	DATES
036-67A1867	<1	001part		U	1856-77

9. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF VERMONT

SERIES TITLE: IMPORT AND IMPOST BOOKS

BULK DATES: 00/1900-00/1910

SERIES VOLUME (CUBIC FEET): 005

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by date.

DESCRIPTION:

Oversized bound ledgers. Handwritten entries document information under the following categories: date of entry, importer, place where imported, description of goods, quantity, value, rate of duty, duties paid, and remarks. These volumes document the daily entry of goods into the United States through the Island Pond Customs office.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

These records reflect the administration and Customs activities at the Island Pond office. They should be regionalized to the New England regional Archives where they may properly reside with similar records of the other New England Customs districts.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-67A1867	005	001part 002-004		U	1900-10

10. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF NEW YORK

SERIES TITLE: RECORDS OF THE PORT OF NEW YORK CUSTOMS COLLECTOR'S OFFICE

BULK DATES: 00/1912-00/1948

SERIES VOLUME (CUBIC FEET): 008

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT: Unarranged.

DESCRIPTION:

Correspondence, telegrams, reports, speeches, books, newspaper clippings, photographs, and fiscal material. Boxes contain a mixture of record and non-record Federal and personal material. Some documents are maintained in closed, square, hinged boxes, while others were haphazardly dumped into the FRCs. The personal records belonged to the Collector of the port of New York, Dudley Field Malone, and his Deputy Collector, Minton Fluhrer. These records date from 1914-1917, and include photographs, correspondence, books, and other published material such as advertisements and postcards. They document Malone's political activism as a staunch supporter of Woodrow Wilson, as well as provide insight into his daily activities as a prominent member of New York society. Fluhrer's records reveal that he was a German sympathizer. Various documents pre-date 1914, these include a 1876 passenger list, a 1900 tariff handbook, a 1912 list of delegates to the Democratic National Convention, among others. One newspaper clipping reveals the Malone quit his post as Collector in order to work for women's suffrage. Office records include phone bills, canceled checks, quarterly statistics, transcripts of court cases, lists of pending court cases involving customs violations, receipts and disbursements, French coast maps, duty schedules, telegrams, and indexed correspondence. This correspondence, maintained mainly in the hinged boxes relate to: importations to the Smithsonian Institution, 1912-1934; correspondence between the Collector and the Treasury Department relating to currency, 1918-1919, some relate to the German mark; and vessel movements prior to America's entry into W.W. I. The correspondence is also intermingled with official and unofficial correspondence of Malone's. The official correspondence is marked "indexed" and each document was assigned a number. There also is a large package wrapped in brown paper supposedly containing framed pictures. However, upon lifting the package, one detects the presence of broken glass. In the best interests of personal safety and the safety of the records within, the package remained unopened.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

Although the records contain personal material, the remainder are official government documents that warrant permanent retention. Distinctions can be made during archival processing. These records should be accessioned into the Northeast regional Archives.

REMARKS:

Some of the records were originally transferred to WNRC in a large wooden box and then dumped haphazardly

into FRCs. Some documents are bent and need preservation work, some are extremely brittle. The canceled checks, for the most part, have been bundled together, and some effort was made to indicate the personal from the official by separating some documents into different folders. If maintenance of the personal records is outside of the collection policies of 2NS, then perhaps the records can be offered to another archival institution.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-68A1820	008	001-005 package #6		U	12-48

11. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF MARYLAND (PORTS OF ANNAPOLIS, BALTIMORE & CRISFIELD)

SERIES TITLE: MISCELLANEOUS BOOKS

BULK DATES: 00/1854-00/1948

SERIES VOLUME (CUBIC FEET): 092

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT: Unarranged.

DESCRIPTION:

Approximately 460 bound volumes. Included are accounts, licenses, oaths, certificates of enrollment, conveyances, and bills of sale. See the attached SF 135 for a list of books available.

DISPOSITION:

Permanent, transfer to the National Archives immediately. Regionalize to 3NS

JUSTIFICATION:

The books contain evidential and informational value and should be considered permanent. These books should be accessioned into the Mid-Atlantic regional Archives since they have custody of similar records.

REMARKS:

MISCELLANEOUS BOOKS IN ACCESSION 036-54A0003

Total Cubic Feet: 92

Dates: 1854-1948

Customs District of Maryland: Annapolis, Baltimore, Crisfield, approximately 460 books

Annapolis= @44 books, 1889-1940

Baltimore= @288 books, 1854-1939

Crisfield= @124 books, 1882-1948

The attached SF 135 for accession 036-54A0003, was shaded in red and green and used question marks to indicate missing volumes. The red areas indicated volumes that were disposed of and the green areas represented books that are on the shelves. Also, the compartment and shelf numbers were written in the FRC container no. column. Some volumes apparently were transferred to the National Archives according to annotations to some of the book descriptions.

Some volumes are in dire need of conservation treatments, there is extensive red-rot. They are not in boxes and are loose on the shelves. Some books are bundled with twine and have identifying cards.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-54A0003	092	volumes		U	1854-1948

12. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF MARYLAND (PORT OF BALTIMORE)

SERIES TITLE: MEMORANDUMS OF ENTRANCES AND CLEARANCES

BULK DATES: 00/1916-00/1960

SERIES VOLUME (CUBIC FEET): 033

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by year, thereunder alphabetically by name of vessel.

DESCRIPTION:

Customs Form 1407, Memoranda of Entrances and Clearances. 3X5 index cards containing information relating to all vessels that entered and left the Port of Baltimore. The cards provide such information as: dates of arrival and departure, country registry, number of passengers and crew, next port of call, the master's name, and data relating to the cargo. Some cards created during WW I indicate that vessels sailing under flags of enemy ships were seized.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

These types of records are used to trace the movements of vessels through time. Similar records are currently maintained in the National Archives. These will fill in the gaps in the records already accessioned in the Mid-Atlantic regional Archives.

REMARKS:

Regionalize this series to 3NS. The attached box list was created since the SF-135 could not be located.

BOX LIST FOR ACCESSION 036-67B0332

3 X 5 index cards arranged alphabetically in
chronologically maintained long cardboard boxes

- BOX 1: 1916 (A-Z), 1917 (A-Z), 1918 (A-Z)
- BOX 2: 1919 (A-Z), 1920 (A-K), 1920 (A-Z)
- BOX 3: 1921 (A-M), 1921 (N-Z), 1922 (A-O)
- BOX 5: 1922 (P-Z), 1923 (A-L), 1923 (M-Z)
- BOX 6: 1924 (A-M), 1924 (M-Z), 1925 (A-M)
- BOX 7: 1925 (N-Z), 1926 (A-G), 1926 (H-R)
- BOX 9: 1926 (S-Z), 1927 (A-L), 1927 (M-Z)
- BOX 10: 1928 (A-L), 1928 (M-Z), 1929 (A-K)
- BOX 11: 1929 (L-Z), 1930 (A-K), 1930 (L-Z)
- BOX 13: 1931 (A-K), 1931 (L-Z), 1932 (A-L)
- BOX 14: 1932 (M-Z), 1933 (A-L), 1933 (M-Z)
- BOX 15: 1934 (A-L), 1934 (M-Z), 1935 (A-L)
- BOX 17: 1935 (M-Z), 1936 (A-K), 1936 (L-Z)
- BOX 18: 1942 (A-Z), 1943 (A-Z), 1944 (A-L)
- BOX 19: 1938 (L-Z), 1939 (A-G), 1939 (S-Z)
- BOX 20: 1937 (A-K), 1937 (L-Z), 1938 (A-K)
- BOX 21: 1939 (H-R), 1940 (A-F), 1940 (G-R)
- BOX 22: 1940 (S-Z), 1941 (A-J), 1941 (K-Z)
- BOX 25: 1944 (M-Z), 1945 (A-I), 1945 (J-Z)
- BOX 26: 1946 (A-E), 1946 (F-M), 1946 (N-Z)
- BOX 27: 1947 (A-E), 1947 (F-M), 1947 (N-Z)
- BOX 29: 1948 (A-E), 1948 (F-M), 1948 (N-Z)
- BOX 30: 1949 (A-E), 1949 (F-M), 1949 (N-Z)

3 X 5 index cards loose in FRCs

BOX 31: 1950

BOX 32: 1951-52

BOX 33: 1952-53

BOX 34: 1953-54

BOX 35: 1955

BOX 36: 1956

BOX 37: 1957

BOX 38: 1958

BOX 39: 1959

BOX 40: 1960

RETAIN:

ACCESSION NO.
036-67B0332

VOL
033

BOX NOS.
1-3,5-7,
9-11,13-15,
17-22,25-27,
29-40

DISP AUTH

CS
U

DATES
16-60

13. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF MARYLAND (PORT OF BALTIMORE)

SERIES TITLE: ADMEASUREMENTS

BULK DATES: 00/1900-00/1958

SERIES VOLUME (CUBIC FEET): 017

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by year, thereunder alphabetically by name of vessel.

DESCRIPTION:

Memorandums of dimensions taken in admeasurement of vessels. Printed forms and booklets containing measurements of individual vessels. Records were created by the Bureau of Navigation and Steamboat Inspection, which was renamed the Bureau of Marine Inspection and Navigation in 1936. The function of vessel admeasurement was split in 1942 between the Bureau of Customs and the U.S. Coast Guard.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

Records provide the original measurements of vessels which interest many researchers. The holdings of admeasurement records are far from complete. This series from the Port of Baltimore will fill in a lot of gaps, according to Archivist Angie Vandereedt. She also believes that these records should properly be accessioned into RG 4I, Records of the Bureau of Marine Inspection and Navigation.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-67C0332	007	041-047		U	00-43
036-68A0912	010	340-349		U	33-58

14. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF VIRGINIA (PORT OF NORFOLK)

SERIES TITLE: MEMORANDUMS OF ENTRANCES AND CLEARANCES

BULK DATES: 00/1921-00/1960

SERIES VOLUME (CUBIC FEET): 017

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by year, thereunder alphabetically by name of vessel.

DESCRIPTION:

Customs Form 1407, Memoranda of Entrances and Clearances. 3X5 index cards containing information relating to all vessels that entered and left Norfolk. The cards provide such information as dates of arrival and departure, number of passengers and crew, next port of call, the master's name, and data relating to the cargo.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

These types of records are used to trace the movements of vessels through time. Similar records are currently maintained in the National Archives. These will fill in the gaps in the records already accessioned in the Mid-Atlantic regional Archives.

REMARKS:

Regionalize this series to 3NS.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-67A0144	004	001-004		U	51-60
036-66A0267	001	001-001		U	1957
036-66C0267	012	013-024		U	21-58

15. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: CUSTOMS DISTRICT OF VIRGINIA (PORT OF NORFOLK)

SERIES TITLE: MASTER'S OATHS

BULK DATES: 00/1934-00/1964

SERIES VOLUME (CUBIC FEET): <001

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT:

Arranged chronologically by year.

DESCRIPTION:

Customs Form 1280, Masters Oath For Renewal of License of Vessel. Information includes name of master, personal information relating to the individual (such as address and birthplace), vessel name, and reason for ownership of the vessel.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

The records contain information about individuals and vessels. Similar records are maintained and actively referenced in the National Archives regional offices. This series will augment the master's oaths that are currently held by the Mid-Atlantic region.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-67D0720	<001	009part		U	34-64

16. **SERIES DESCRIPTION FORMAT**

SUBGROUP/CREATOR: WASHINGTON, D.C. SUBPORT

SERIES TITLE: MISCELLANEOUS BOOKS

BULK DATES: 00/1828-00/1946

SERIES VOLUME (CUBIC FEET): 011

NATIONAL SECURITY CLASSIFICATION:

ARRANGEMENT: Unarranged.

DESCRIPTION:

Approximately 26 bound volumes. Included are records of accounts, bills of sale, vessel licenses, and master's oaths. Some books listed as permanent on the SF 135 were not located on the shelves and some books that are listed as being disposed of are indeed on the shelves. See the attached SF 135 for indications of found or missing items.

DISPOSITION:

Permanent, transfer to the National Archives immediately.

JUSTIFICATION:

These records would compliment records already in the custody of the Archives in RG 36. The books that are indicated on the SF 135 as permanent should be retained and the books listed as disposed of should be re-evaluated for potential retention.

MISCELLANEOUS BOOKS IN ACCESSION 036-56-0659

Total Cubic Feet: 11

Dates: 1828-1946

Washington D.C. Subport

62 books

Most books are bundled together with twine and have cards attached indicating numbers which correspond to the titles of the books on the SF 135s. Most books need conservation treatment. There is extensive red-rot. The books are not in boxes, they are on open shelves in stack 17.

The attached SF 135 for accession 036-56-0659, covers books that are broken down into accessions 036-56A0659, 036-56B0659, and 036-56C0659. The shaded areas indicate books found on the shelves and the non-shaded areas with the word "missing" indicate the volumes that are not on the shelves.

RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
036-56A0659	001	volumes		U	02-07
036-56B0659	003	volumes		U	1877-1938
036-56C0659	006	volumes		U	07-46
036-56D0659	001	volumes		U	1828-1919