

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number

N2-36-15-1

Date Received

To. National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

2 Major Subdivision

Office of Research Services

3 Minor Subdivision

Research Coordinator-Washington, DC

4 Name of Person with whom to confer

Nicholas Baric

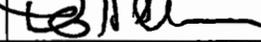
5 Telephone (include area code)

(202)-357-5293

Date

31 March 16

Archivist of the United States



### 6 Agency Certification

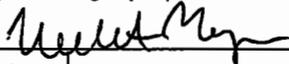
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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

has been requested

Signature of Agency Representative



Title

Executive for Research Services

Date (mm/dd/yyyy)

12/1/14

7. Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

See attached.

(1) RG 36, UD Entry 53: LEDGER OF EXPENDITURES ON FIRE ALARM SYSTEM & FURNITURE, 1898-99. (1 volume/.22 cubic feet/.25 linear feet). The dates are actually 1895-1903 and many other building functions are included besides the alarm system and furniture. Examples include pay of assistant custodian and janitors and costs for: furniture and repairs for same; fuel, light, water; numbering and adding machines; materials for binding; operation of pneumatic tubes; furnishing and transferring records to buildings; and postage among others. The records document routine and facilitative matters such as the cost of office supplies and building services that relate to day-to-day administrative operations not unique to Customs.

Destroy immediately.

(2) RG 36, UD Entry 54: LEDGER OF EXPENDITURES OF VARIOUS PORTS ON GAS FIXTURES, FURNITURE, AND CARPET, 1884-85. (1 volume/.22 cubic feet/.25 linear feet). For Customs offices nationwide is listed the costs and quantities of numerous items broken into the three broad categories. The vast majority are costs of furniture including office supplies such as typewriters, waste baskets, curtains, etc. Carpets are next in frequency, and the smallest category of gas fixtures also includes electrical lighting supplies and equipment. The records are of a routine and facilitative nature, documenting matters such as the cost of office supplies and building services that relate to day-to-day administrative operations not unique to Customs.

Destroy immediately.

(3) RG 36, UD Entry 57: REQUISITIONS FOR BOOKS & BLANKS, 1913-14; DIST. 1-12 (MAINE – PITTSBURGH). (1 box/.41 cubic feet/.44 linear feet). These records are arranged in folders, each pertaining to a different Customs district office. They consist almost solely of Customs Catalogue #3039: "Stores Requisition for Books and Blanks" or Customs Catalogue #996: "Requisition for Blank Forms". The small amount of correspondence relates directly to the form ordering process such as an incorrect delivery or questions as to when the supply would arrive. It documents routine and facilitative matters such as the request for forms that facilitated day-to-day administrative operations.

Destroy immediately.

(4) RG 36, A-1 Entry 21: BELVOIR, VA, 1970-74. (1 box/.20 cubic feet/.22 linear feet). A single box of folders comprised of various types of GRS material pertaining to the T.A.S.O.S. (Treasury Air Security Officer School) based at Fort Belvoir, VA. Including are such records as receipts and payments to vendors (e.g. a coffee contract), staff schedules, overtime reports, job applications, copies of separation paperwork, travel vouchers, credit card receipts, etc. In addition the series contains extensive P.I.I. such as social security numbers of people who are undoubtedly still alive. It seems clear that this particular body of records was set aside during initial processing for potential disposal but the staff member(s) never pursued it further. Time passed and priorities changed, then during MLR capture the records were given a series title and boxed to get them in the system and move ready.

Destroy immediately.